

Job title: Exams and Local Compliance Officer

Reports to: Office Manager

Location: Snowfield Academy

Key Responsibilities - Exams Officer

- Manage the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications regulations.
- Entering pupils for public examinations using electronic data interchange where possible and ensuring a manual backup and liaising with Exams Managers/Officers at all Trust Schools to ensure entries are made and results are forwarded.
- Production of timetables as follows:
 - 1) Production of timetable for students, staff and parents
 - 2) Advise SLT of timetable classes so that appropriate supervision and rooms can be arranged
 - 3) Book external invigilators and create invigilation timetable
 - 4) Start and finish all exams both public and internal
- Security: To ensure that exam papers are checked and stored safely in accordance with exam board rules.
- SEN Requirements: To apply to exam boards for access arrangements for AEN students and liaise with AEN Department with regard to number of TA's needed for each exam.
- Results · Download results by EDI prior to publication of results · Produce result statements for students · Attend school on Results Day · Deal with any appeals/return of exam papers · Check and collate certificates ensuring DoL's have copies
- Provide the Principal and Finance Manager with estimated examination fees at the beginning of each academic year
- Work closely with colleagues across Leigh Academies Trust and external partners
- To train relevant staff on the use of systems, assessment and examinations

Key Responsibilities - Local Compliance Officer

- Local Compliance Officer for Snowfields liaising with the Trust to ensure all data is securely stored, conducting regular data audits, monitoring who in the school has access to personal data. advising when data protection impact assessments are needed.
- Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the school's compliance with data protection law and ensure the school's policies are followed.
- First point of contact for any GDPR queries and SAR requests

Additional Responsibilities

- KCC Vouchers - create orders and assign to families
- Project work as directed by Office Manager
- Helping out as Front of House at Open Evenings during the course of the academic year

- Provide relief cover on reception when required
- Undertake a diverse range of administrative duties within the academy, to ensure well-presented and accurate correspondence, reports and other documentation as directed by the Principal and Office Manager

Key requirements

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- Ability to work on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment.

It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.