VIAT VALLEY INVICTA ACADEMIES TRUST

VALLEY INVICTA
PRIMARY SCHOOL AT
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PRIMARY SCHOOL AT
KINGS HILL

VALLEY INVICTA
PRIMARY SCHOOL AT
LEYBOURNE CHASE

INVICTA
GRAMMAR SCHOOL

SCHOOL OF SCIENCE
& TECHNOLOGY
MAIDSTONE

THE LENHAM
SCHOOL

VALLEY PARK
SCHOOL

EXAMS OFFICER
SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE

Shaping Tomorrow's Future Together

JOB DESCRIPTION

Job Title	Exams Officer
Grade	VIAT 6
School / Department	SST Maidstone
Base	SST Maidstone
Hours	37 per week, Full Time
Reports to	Assistant Headteacher
Accountable to	Head of School

Job Summary

The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

The post will also involve curriculum administration support and complete any other tasks as directed by the Headteacher.

Key Working Relationships

- Headteacher;
- Senior Leadership Team;
- Head of Year;
- Office Manager;
- Teachers and Students;
- Safeguarding and health and safety leads.

Key Responsibilities

Exams

- Planning and organisation
  - Understand the regulations and requirements of all examinations held by the school, both internal and external
  - Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
  - Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
  - Contribute to development and review of examination-related school policies
  - Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
  - Manage registration of candidates for all examinations
  - Work with the finance team to ensure all examination fees are paid, as necessary

- o Add any other duties of particular relevance to your school
- o Liaise with appropriate staff and leaders to support targeted intervention support programmes related to public examinations

- o Work with schools Data Management and Management Information systems as appropriate
- o Create and maintain positive communication with exam boards on the schools behalf

- Exam management
  - o Recruit, train and manage invigilators as required
  - o Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
  - o Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
  - o Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
  - o Carry out necessary administrative tasks related to the organisation of examination sessions
  - o Support the SENCO to implement access arrangements and reasonable adjustments as required
  - o Manage arrangements for the safe and secure storage and dispatch of completed examination papers
  - o Manage any unexpected issues or emergencies that arise during an examination session
  - o Submit reports to examining bodies, as required
  - o Add any other duties of particular relevance to your school

- Results and data management
  - o Make arrangements for sharing results with students (e.g. results day)
  - o Ensure results are received by the school in a secure and confidential way
  - o Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
  - o Arrange receipt and distribution of examination certificates to candidates
  - o Manage retention of results, including certificates, for the school's records

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	**ESSENTIAL**	**DESIRABLE**
AREA	ESSENTIAL	DESIRABLE
Qualifications	• Educated to at least A Level or equivalent vocational experience Relevant qualifications in ICT/business administration Analytical skills	• Vocational qualifications relating to software systems Evidence of continuing professional development Formal further education qualifications and/or degree in relevant discipline (desirable)
Experience	• Experience of working in a data management environment • Experience of managing and developing data systems, such as SIMS • Experience of producing accurate data for reporting and assessment • Experience of forming and maintaining relationships Information gathering and Analysis	• Experience of school procedures, organisation and structure so that work can be prioritised. • Experience of the use of SIMS. • Managing the administration of examinations
Knowledge	• Excellent IT skills. • Ability to focus on detail and accuracy when compiling reports. • Excellent communication skills Excellent organisational and planning skills including the ability to be flexible in order to achieve targets. • Ability to work to deadlines. • Ability to form good working relationships with colleagues and external agencies. Enthusiastic, innovative and forward-looking.	• Knowledge of school procedures, organisation and structure so that work can be prioritised. Knowledge of key safeguarding procedures in schools.
Skills	• Be able to adapt your communication style and be able to develop skills to suit the needs of the students that you are working with. • Be able to prioritise work in different situations. • Good organisation skills. • Time management and planning. • Ability to work across multiple projects and deadlines. • Data analysis.	• Knowledge of school timetable • Knowledge of statutory data reporting requirements such as school census, school performance measures Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/ discussion