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| **Job description** |
| **Post title:** | **Exams Officer** Full Time- Grade 8 (£29,764 to £34,112) or negotiable dependant on applicant |
| **Line manager:**  | Assistant Headteacher  |
| **Core purpose:** | The Exams Officer at King Ethelbert School is responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies. This role is crucial to ensuring the smooth running of the examination process, from the planning stages through to the distribution of results and certification. |
| **Main responsibilities:*** **Exam Planning and Preparation**
	+ Liaise with the Senior Leadership Team (SLT) and Heads of Departments to schedule all internal and external exams.
	+ Ensure accurate and timely entry of students for all examinations and Non-Exam Assessments (NEAs), including liaising with students and parents where necessary.
	+ Prepare and distribute exam timetables to staff, students, and parents.
	+ Ensure that all exam materials and venues are prepared according to the requirements of the exam boards and the JCQ
* **Exam Administration**
	+ Manage the receipt, storage, and dispatch of examination papers and materials securely.
	+ Coordinate the recruitment, training, and deployment of invigilators including exam access.
	+ Ensure that all examinations are conducted in accordance with the regulations and guidelines set by the exam boards and the JCQ.
	+ Deal with any issues or emergencies that arise during examinations, including any cases of malpractice.
* **Post-Exam Processes**
	+ Oversee the accurate collection, collation, and dispatch of completed exam scripts to the appropriate exam boards.
	+ Manage the processing and distribution of exam results to students and relevant staff.
	+ Handle enquiries about results, including requests for re-marks and access to scripts.
* **Data Management and Reporting**
	+ Maintain up-to-date and accurate records of student entries, results, and other relevant data.
	+ Ensure compliance with GDPR and other relevant data protection legislation.
* **Communication and Liaison**
	+ Act as the main point of contact for all examination-related queries from students, parents, and staff.
	+ Liaise with exam boards and other relevant bodies to stay informed about changes to exam regulations and requirements.
	+ Provide information, advice, and support to students and parents regarding the examination process.
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| **Professional values and practice:*** To contribute to the overall ethos / work / aims of the school.
* To attend and participate in relevant meetings.
* To deal with any immediate problems or emergencies according to the school’s policies and procedures.
* To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities as may be required by the line manager or headteacher.
* To participate in training and other learning activities and an annual performance review as required.
* To undertake any other duties as may reasonably be required by the Headteacher.
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| **Safeguarding:*** To follow school policies and procedures especially those relating to child protection and health and safety, reporting all concerns to the appropriate person.
* Help to create a school culture where students feel safe and that they can approach any member of staff with problems or concerns.
* Identify students who are at risk of harm, and know how to recognise the signs of abuse or neglect. All staff undertake regular safeguarding training and must be aware of the most up-to-date version of ‘Keeping Children Safe in Education’.
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