



Job Description

ADDITIONAL AREA OF RESPONSIBILITY:	Examinations Officer
RESPONSIBLE TO:	Director of Learning and Enrichment
RESPONSIBILITY PAYMENT:	RRA 1 (can be fixed term or permanent) £1,000 to £2,500 per year and based on experience, qualification and skill (pro-rated for part time staff)
WORKING PATTERN:	While this is a new area of responsibility, and the scope of the role unknown, we would look to codevelop this with the appointed person. We are committed to ensuring that reasonably sufficient time is allocated to train for and complete the requirements of the role

Job Purpose

Oasis Restore is seeking to appoint an Examinations Officer, if you are an aspiring or existing member of the Learning or Business and Support Officer (BSO) teams. The post holder will be responsible for ensuring that Restore maintains Joint Council for Qualifications (JCQ) regulations, such as liaising with examination boards and preparing the school for both internal and external examinations. The postholder will efficiently carry out the registration of children with a range of examination boards, effectively run examinations, record and update data. Under the direction of the Director of Learning and Enrichment, the successful candidate will have the exciting opportunity to help create something new and provide them with new skills and experiences to use for their future career journey.

The role and what we are looking for

If you have excellent organisational skills, are process driven with a strong work ethic and excellent communication skills, and broadly meet the person specification we encourage you to apply for this opportunity. The role is dynamic and responsive to the nature of our cohort, where we will have children coming to Oasis Restore and leaving at ad hoc points of the year. In line with our broad offer, we will be registering children with a variety of awarding bodies and will have examination points regularly year-round. The post holder will need to be adaptive and willing to work creatively to support our children through registration, sitting and being certificated for qualifications. You will work closely with the networking team to ensure that successful transition planning can happen for children,

including the receipt of their qualifications gained during their time with us, if they are released before they have the opportunity to be recognised for them at Oasis Restore.

Specific Responsibilities

- To liaise with Heads of Department to establish the number of examination or coursework entries for each learning pathway and level.
- To support where necessary with setting up new examination board or course approvals.
- To put into practice, uphold and update any relevant examination policies for the school, so that examination regulations, rules and systems set by the awarding bodies are clear to all staff.
- To process all examination entries, and submit internal coursework grades in a timely manner, meeting deadlines on all entries, registrations, and withdrawals
- Provide relevant data in respect of entries, fees and late fees
- To liaise with the SENCO to ensure that any accessibility arrangements are in place for students in a suitable timeframe for coursework or examinations, and that children are familiar themselves with these arrangements.
- Process applications for special consideration to relevant awarding bodies where necessary and appropriate.
- To manage the daily running of external, and internal examinations, ensuring that materials are in place for the start, collected and dispatched after the exam, in accordance with the appropriate regulations, and to supervise if required.
- To organise and train staff to invigilate examinations and manage the invigilator team in liaison with the Director of Learning and Enrichment, invigilating examinations in line with JCQ and Restore regulations to create an optimal environment for each child's success.
- To receive confidential material and ensure safe storage and transmission for conducting controlled assessments and examinations.
- To perform due diligence checks on all modified papers in readiness for examinations, and that all policies are up to date and inspection ready.
- Brief students on examination procedures, providing written/pictorial guidance and reminders where appropriate
- To support children to keep them informed and organised in preparation for examinations, liaising with the child's core team to devise and implement a strategy of support.
- Act on behalf of, and be the main point of contact for, Oasis Restore in matters relating to the general administration of awarding body examinations and assessments.