



STONE LODGE
SCHOOL

Job Description

Job Title: Exam Support Officer

Salary: Grade 4

Hours: 37 hours per week term time plus 5 inset & 10 additional days

Main purpose

To lead the planning, administration, and delivery of all internal and external examinations at the school in line with JCQ and awarding body regulations. The postholder will ensure that exams are conducted efficiently, securely, and fairly, and will also support data-related tasks, contributing to the accurate reporting of student performance.

Key duties and responsibilities: Examinations Administration

- Ensure full compliance with JCQ regulations and awarding body requirements.
- Coordinate all aspects of external examinations, including exam entries, timetabling, rooming, invigilation, and post-exam arrangements.
- Manage internal exams and assessments with departments.
- Liaise with curriculum leaders to confirm specifications, entry requirements, and access arrangements.
- Prepare and distribute exam timetables to students and staff; resolve any clashes.
- Arrange secure receipt, storage, and distribution of exam papers and stationery.
- Ensure accurate processing of access arrangements, special considerations, and late entries.
- Recruit, train, and manage a team of invigilators.
- Be present during major exam sessions to oversee procedures and deal with any irregularities.

Data and Reporting

- Support the Exams & Data Manager in managing and maintaining internal data systems (e.g., MIS).

- Assist in the production of data reports for internal use, SLT, governors, and trust leadership.
- Carry out routine data analysis and produce summary reports for academic monitoring and school improvement purposes.

Other Duties

- Maintain high standards of confidentiality and data security in accordance with GDPR.
- Participate in school appraisal processes and undertake relevant professional development.
- Promote and uphold the ethos, values, and policies of the school and trust.
- Provide occasional support to other administrative functions as directed by line management.

Line Management

Reports to: Exams and Data Manager

Liaises with: Senior Leadership Team, Subject Leaders, SENCO, Admin Staff, Site Team, Students, Parents, Invigilators

All Endeavour MAT staff are expected to:

- Support and promote the school's values and ethos.
- Follow school policies, practices and procedures.
- Participate in the annual appraisal system.
- Support the school's equal opportunities ethos and promote anti-discriminatory practice.
- Support safeguarding and child protection measures and promote the welfare of students.
- Undertake any other reasonable duties commensurate with the role and grade as determined by the Directors/Head Teacher/SLT.

Line Management

This post will report to the Exams and Data Manager.

This job description is not exhaustive, and the Trust reserves the right to amend this from time to time following appropriate consultation with the post holder, in order to meet the needs of the school.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge	• Excellent ICT skills, particularly in Microsoft Excel and MIS systems (e.g., Arbor, SIMS).	Essential
	• Working knowledge of JCQ regulations and exam board procedures.	Essential
	• Strong attention to detail and ability to work under pressure to meet deadlines	Essential
	• Experience working as an Exams Officer or Assistant in a secondary school	Desirable
	• Experience managing invigilators and exam logistics.	Desirable
	• Awareness of GDPR and data protection practices	Desirable
Qualifications & Experience	• A level standard of education with Maths and English at GCSE	Essential
	• A degree (or equivalent) in a relevant subject area	Desirable
	• Previous experience of exam administration or similar role in a school setting.	Essential
	• Data handling and producing reports	Desirable
Skills & Abilities	• Be highly ICT literate and a proficient user of Excel and other databases	Essential
	• Ability to analyse and present data accurately to a range of stakeholders	Essential
	• Highly organised, proactive, and self-motivated	Essential
	• Able to work under pressure and prioritise own workload to achieve deadlines	Essential
	• Ability to accept guidance and direction from teaching staff.	Essential
	• An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security.	Essential
	• Ability to use own initiative, with a creative approach to problem solving.	Essential
	• Enthusiasm for working within a school environment and supporting the needs of the Academy	Essential
	• Excellent interpersonal and communication skills (both oral and written).	Essential
	• Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals.	Essential
	• Ability to work as part of a team as well as independently.	Essential
	• Demonstrable commitment to professional development and learning and improving own practice/knowledge through self-evaluation and learning from others	Essential
	• Experience, or empathy with, working in a multicultural environment.	Essential