

Job Description

Exams Officer

Job Title- Exams Officer

Responsible To- Headteacher and Data Manager

Purpose of the Role- To manage and administer all aspects of the school's examination processes, ensuring that internal and external examinations are conducted in accordance with the regulations and requirements of awarding organisations, the Joint Council for Qualifications (JCQ), and school policies.

Key Responsibilities

Examination Administration

- Plan, coordinate, and manage all external and internal examinations.
- Maintain an annual examinations calendar and communicate key dates to staff, students, and parents.
- Register candidates with examination boards and ensure accurate entry information.
- Process examination entries, amendments, withdrawals, and late entries within required deadlines.
- Liaise with awarding organisations regarding examination arrangements and requirements.

Examination Compliance

- Ensure examinations are conducted in accordance with JCQ regulations and awarding body requirements.
- Maintain up-to-date knowledge of examination regulations and guidance.
- Prepare and implement examination policies and procedures.
- Ensure the secure storage and handling of examination materials before, during, and after examinations.

Examination Delivery

- Prepare examination timetables and seating plans.
- Organise examination venues and resources.
- Recruit, train, and manage invigilators.

- Coordinate access arrangements and reasonable adjustments for eligible students in collaboration with the SENCO.
- Ensure all examination sessions run smoothly and securely.

Results and Post-Results Services

- Receive and distribute examination results in accordance with regulations.
- Manage post-results services, including reviews of marking, clerical re-checks, and access to scripts.
- Analyse examination data and provide reports as required.
- Support senior leaders with examination performance information.

Communication and Liaison

- Act as the school's primary contact for examination boards.
- Provide advice and guidance to students, staff, and parents regarding examination procedures.
- Work closely with curriculum leaders to ensure accurate entry information and examination requirements.
- Liaise with SEN department with regards to access arrangements

Data Management

- Maintain accurate examination records and candidate information.
- Ensure compliance with data protection legislation and confidentiality requirements.
- Produce reports and statistical information as requested.

General Responsibilities

- Participate in relevant training and professional development.
- Support school events and activities where appropriate.
- Undertake other duties commensurate with the grade and responsibilities of the post.

Person Specification

Essential Criteria

Qualifications

- GCSE English and Mathematics (Grade C/4 or above) or equivalent.

Experience

- Experience of administrative work in a busy environment.
- Experience of working to strict deadlines.

Knowledge and Skills

- Excellent organisational and time-management skills.
- High level of accuracy and attention to detail.
- Strong ICT skills, including Microsoft Office applications.
- Ability to interpret and follow regulations and procedures.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality.

Personal Attributes

- Professional and reliable.
- Flexible and adaptable.
- Able to work independently and as part of a team.
- Calm and effective under pressure.

Desirable Criteria

- Previous experience as an Exams Officer or in school administration.
- Knowledge of JCQ and awarding body regulations.
- Experience using MIS systems such as SIMS
- Experience managing invigilators and examination processes