

Job Description: Exams Officer



Post Details

School:	The Grange School
Grade:	Grade 6
Weeks per year:	Term time plus one week
Duration:	Permanent
Responsible to:	Raising Standards Lead

Main Purpose

To support the Leadership of the School in ensuring that the planning and management of external examinations is conducted efficiently and in the best interest of candidates and in accordance with the regulations laid down by the awarding bodies. To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

The postholder will play a supporting role in providing administrative support services to students and staff relating to the choice of subject, admission and examination of students by relevant external bodies.

The postholder will assist in the provision of administrative and data management support within the school involving administering examination entries and records, the collection and analysis of data relating to individual student options and elections and overall subject areas and whole school performance. In addition, the postholder will assist with the organisation of the examination timetable and related resources and accommodation within the school and the direction of invigilators. The postholder will assist in the issuing of results to students and faculty staff.

Main Duties and Responsibilities

- To advise and liaise with staff and students regarding examination entry deadlines.
- To assist in the processing of pupil examination entries, ensuring all submission deadlines are met.
- To assist in the management of examination data, including the maintenance and updating of all related computerised and manual records in a confidential manner. To undertake necessary administrative tasks relating to the preparation for, the sitting of and despatch of papers relating to the examination of students by the relevant external body within the guidelines and timeframe set by those bodies.
- To liaise with teaching staff, other school staff as appropriate, LA officers and officers of the external examination bodies as necessary.
- To organise appropriate arrangements for the support of candidates with specific examination requirements in conjunction with the SENDCO.

- To contact external invigilators to arrange attendance at the school for examination invigilation; to liaise with caretaking or other premises related personnel regarding the suitable preparation of examination venues; To liaise with teaching staff in the production of student examination timetables to ensure pupil attendance requirements are met.
- To collect, collate and maintain data relating to student's examination performance, class, faculty and subject performance.
- To ensure compliance with General Data Protection Regulations.

Personal Attributes

The postholder requires developed organisational skills, interpersonal and communication skills. It is essential that the postholder has experience of computer generation, management, manipulation and secure retention of data, particularly through the use of and wide application of spreadsheet software. The need for accurate inputting of data is essential.

Other Duties

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Notes

This job description may be amended at any time in consultation with the postholder.