

Support Staff Job Profile November 2017

Name :	
Job Role :	Assistant Examinations Officer
Contract :	2 days each week (flexitime)
Grade :	NJC Grade 4 pt19
Line manager :	Assistant Principal – Progress and Attainment (Core)
Purpose :	The post holder will be required to assist, support and deputise for the Exams Officer with the management and organisation of examinations, coursework and BTEC and all other associated activities at the Academy and collaborative Post 16 Centre. The post-holder may be required to work during the examination result periods in August and work flexibly during examination periods during term time, which may require full time working at those times.
Requirements of the Role	
Knowledge, Skills, Experience	<ul style="list-style-type: none"> • Good academic standard of general education to GCSE 'A' level standards/NVQ level 3 or equivalent plus relevant work experience across a similar specialist area. Includes a full understanding of exam board practices and procedures and a broad understanding of the legal/regulatory environment in the Academy in order to proactively develop appropriate practice and procedures and monitor these to ensure compliance.
Mental skills and Demands	<ul style="list-style-type: none"> • Some analysis and interpretation required when determining the most appropriate action from a range of alternative options. Elements of creativity and/or forward thinking are fundamental to achieving medium-term goals. Gathering and collating data and formatting it appropriately to provide and meet specified statistical information requests. • Concentration is applied over a range of diverse work areas including analysis of information. Creative and developmental work is a regular activity e.g. planning activity, assisting with developing administrative procedures and practices for the Academy
Interpersonal/ Communication Skills and Emotional Demands	<ul style="list-style-type: none"> • Communicating with a wide range of staff, parents/carers and students including managing relationships with exam boards eg negotiating refunds/special arrangements. Dealing with issues that arise. Managing external students.
Initiative and Independence	<ul style="list-style-type: none"> • Use of initiative is required to deal with all post related issues and problems that arise provided they fall within policies and procedures. Responds independently to the majority of issues which arise. Supervisory support is available from the Exams Officer for unusual or difficult problems.
Responsibility for, and Supervision of, People	<ul style="list-style-type: none"> • Providing advice and guidance on policy and procedure which requires interpretation appropriate to a circumstances which will then enable the recipients to make informed choices e.g. Discussing exam entry patterns with staff, presenting appropriate options which fit individual circumstances. • Job holder may be responsible for the supervision of invigilators.
Resource Management	<ul style="list-style-type: none"> • Monitors expenditure and credits from exam boards. • Duties involve the active addition, amendment, correction or deletion of considerable amounts of computer or manual information and this

	activity forms a key part of the post's duties e.g. electronic exam entries, use of spreadsheets to collate, interrogate and present information
Working Environment	<ul style="list-style-type: none"> • Duties may require the job holder to deal with angry, upset or anxious students and parents/carers who may contact the school on the phone or in person which exposes the job holder to some unpleasantness and discomfort
Personal Contribution to Academy Life	<ul style="list-style-type: none"> • All employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job profile • All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to follow the Academy's policy on Professional Conduct • All employees are expected to take responsibility for their professional development, keeping up-to-date with developments in education and meeting their Performance Management objectives • The Principal will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition • Safeguard and promote the welfare of children
Specific Duties	
Examination Entry Administration	<p>Assist the Exams Officer with:</p> <ul style="list-style-type: none"> • Liaising with Curriculum Leaders and compile list of course specifications to be used • Providing estimated entry numbers to exam boards • Downloading and inputting specification data into exam management system • Setting entry deadlines for staff and obtain accurate details • Organising verification process with appropriate deadlines • Verifying and submitting to board exam entries, adhering to deadlines • Advise teachers on appropriate/possible combinations of modules/units within a specification • Producing provisional entry timetable for students and inform parents
Planning the Exam Period/coursework/BTEC	<p>Assist the Exams Officer with:</p> <ul style="list-style-type: none"> • Allocating rooming and seating according to exam board requirements, school policy and published access arrangements • Ensuring access arrangements have been applied for and are in place, maintaining records for inspection • Producing summary timetable and liaising with Line Manager re staffing • Ensuring Academy Policies are up-to-date and conform to JCQ/board requirements • Ensuring Exam notice board and exam section of the school website is up-to-date and relevant • Advising staff of coursework samples requested, check, collate and dispatch. • Ensuring suitable arrangements made for online exams/tests including software availability and appropriate training for invigilators/students
Organisation of Exam Period	<p>Assist the Exams Officer with:</p> <ul style="list-style-type: none"> • Producing final student timetables with rooming and seating • Securely filing and storing examination papers logging their arrival and checking quantities • Deploying invigilators ensuring staff: student ratios are correct • Issuing special consideration documentation in liaison with exam board • Liaising with SEN Department re staffing for access arrangements

	<ul style="list-style-type: none"> • Ensuring each exam room provided with relevant instructions, equipment and board paperwork • Ensuring we comply with all exam board regulations/procedures • Providing advice to invigilators/students/teachers • Collating and dispatch papers and registers
Administration relating to results	<p>Assist the Exams Officer with:</p> <ul style="list-style-type: none"> • Ensuring smooth-running of results days by planning appropriately <p>And if required:</p> <ul style="list-style-type: none"> • Downloading results files, verify against entries, resolve any issues • Producing records for analysis by SLT/LA • Ensuring teachers have appropriate access to secure areas of exam board websites • Supplying teachers with information to inform re-mark decisions • Arranging distribution of results and check ID on issue in line with JCQ Policy
Budget Management	<ul style="list-style-type: none"> • To follow financial guidance from CFOO and Exams Officer regarding department expenditure
Line Management	<ul style="list-style-type: none"> • Deploy invigilators appropriately • Oversee the work of invigilators (no direct line management)

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general function of premises maintenance and management. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Signed

Date