



### **Job Description**

**Job Title:** Examinations Officer

**Location:** Bexleyheath Academy

**Hours of work:** 37 hours per week, 40 weeks per year

**Reports to:** Senior Leadership Link

### **Overall Responsibilities**

- To manage, co-ordinate and administer the public examinations process.
- To assist with the internal examinations process
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Main Duties**

Manage the public examination timetable for the whole academic year.

- Liaise with examination boards.
- Communicate timetables with School personnel by liaising with relevant Heads of Department.
- Manage Examination Entries
- Collate preliminary and actual final entries for examinations.
- Carry out any necessary amendments.
- Deal with late entries and withdrawals.
- Ensure entries are made within timescales and deadlines.
- Administer forecast grade sheets.
- Administer coursework arrangements through consultation with Heads of Departments.
- Manage any special arrangements in consultation with the relevant Special Educational Needs Co-ordinator.
- The post-holder must be first aid trained or willing to train.

Management of the examination sessions

- Manage the timetabling of examination rooms.
- Preparation of useful documents and liaise with Heads of Departments as required.
- Organising and preparing student timetables.
- To organise exam invigilator numbers in line with Examination timetables.
- To manage Senior Exam Invigilator/Exam Invigilators.
- Training and professional development of exam invigilators.
- Work with relevant Heads of Departments to prepare briefing of candidates on conduct and expectations.
- Examination room preparation.
- Starting the examinations





- Finishing the examinations
- Administering attendance registers.
- Dealing with disruptive candidates and malpractice in conjunction with other members of staff.
- Ensuring scripts are dispatched within deadlines.
- Ensure confidentiality and security of all examination documents.

#### Management of the examinations results process

- Co-ordinate the publication of exam result dates as required
- Brief the candidates and staff as required
- Provide relevant information for publication in the media by the Headteacher
- Ensure records are kept securely
- Deal with missing results, appeals and enquiries regarding examination results
- Assist with the initial analysis of the results as required in co-ordination with the Data Officer.

#### Assist with the internal examination process

- Assist staff in the preparation of these exams
- Assist with the internal exams timetable
- Create seating plans and liaise with the premises team around venues
- Organise and manage invigilation

#### Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.



6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## **Person Specification**

### **Job Title : Examinations Officer**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"><li>GCSE Maths and English (grade A-C) or equivalent</li></ul>	Previous examination experience within an educational setting. Good understanding of the SEND provision
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"><li>Competent with using a range of computer packages</li></ul>	



<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"><li>● Invigilators</li></ul>	
	Forward and strategic planning	<ul style="list-style-type: none"><li>● Ability to prioritise tasks, manage time effectively and meet deadlines</li><li>● Excellent administrative and organisational skills</li><li>● Ability to plan and manage events</li></ul>	
	Budget (size and responsibilities)		
	Abilities	<ul style="list-style-type: none"><li>● Accurate data input skills and an ability to produce, interpret and analyse data</li><li>● Experience of keeping manual and computerised file maintenance</li><li>● Work effectively as part of a team</li><li>● Ability to work independently</li><li>● Have strong inter-personal skills</li><li>● Calmness in responding to emergencies and the unexpected</li></ul>	Experience of receipt, storage and dispatch of examination papers securely in accordance with the regulations
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>● Good verbal and written communication skills.</li><li>● Good organisation skills and initiative to develop opportunities.</li><li>● Ability to work independently, effectively manage time</li></ul>	



		<p>and own workload to deadlines.</p> <ul style="list-style-type: none"><li>• Commitment to personal training and development.</li><li>• Have the ability to work in a team as well as independently.</li><li>• Be willing to work flexibly to meet the demands of the job.</li><li>• Good problem solving skills</li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	