

<b>JOB DESCRIPTION</b>			
<b>JOB TITLE</b>	Examination Officer	<b>SALARY</b>	<b>£23,715.05 - £25,385.46 (£26,421 - £28,282 FT equivalent)</b>
<b>RESPONSIBLE TO</b>	SLT Member	<b>LOCATION</b>	<b>UTC Reading</b>
<b>DIRECT REPORTS</b>		<b>TEAM</b>	Administration
<b>LAST REVIEWED</b>	Date: 22.05.24	<b>Signatures (employee and line manager)</b>	
<b>JOB PURPOSE</b>			
<p>The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods</p>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<p><b>Planning and organisation</b></p> <ul style="list-style-type: none"> <li>• Understand the regulations and requirements of all examinations held by the school, both internal and external</li> <li>• Comply with all JCQ and awarding body regulations and keep up to date with any changes to these</li> <li>• Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials</li> <li>• Contribute to development and review of examination-related school policies</li> <li>• Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils</li> <li>• Manage registration of candidates for all examinations</li> <li>• Work with the finance team to ensure all examination fees are paid, as necessary</li> </ul> <p><b>Exam management</b></p> <ul style="list-style-type: none"> <li>• Recruit, train and manage invigilators as required</li> <li>• Make sure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ</li> </ul>			

- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

#### **Results and data management**

- Make arrangements for sharing results with students (e.g. results day)
- Make sure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records

#### **Training and development**

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

UTC Reading has a professional dress code for staff and is a non-smoking workplace.

#### **GROUP/ EMPLOYEE RESPONSIBILITIES**

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	Good GCSE's including English and Mathematics	A Levels and a Degree	Application form
Experience	<ul style="list-style-type: none"> <li>• Working in a school/college or administration environment</li> <li>• Managing the administration of examinations</li> <li>• Working with confidential and/or sensitive materials</li> <li>• Managing other members of staff, such as invigilators</li> <li>• Managing time and workload to meet deadlines</li> <li>• Using a management information system (MIS)</li> </ul>	<ul style="list-style-type: none"> <li>• Working with data sets</li> <li>• Working with awarding bodies and regulatory organisations, e.g. JCQ</li> <li>• Complying with statutory regulations set by external bodies</li> </ul>	Reference and interview
Philosophy	<p>Commitment to self-evaluation and continuous improvement. Commitment to sharing best practice.</p> <p>Belief in the positive difference high quality educational opportunities make to peoples' lives.</p>		Application letter and interview
Professional knowledge / understanding	<ul style="list-style-type: none"> <li>• High standard of communication (verbal and written)</li> <li>• Polite and effective interpersonal skills</li> </ul>		Application letter and interview

Community links	<p>Commitment to providing high quality learning opportunities for the whole community.          Commitment to working in partnership with parents.          Commitment to working in partnership with businesses and the wider community.</p>	<p>Experience of liaising with parents.          Experience of involving businesses and/or the wider community in the life of the school.</p>	<p>Application letter and interview</p>
Skills, attributes and personal qualities	<ul style="list-style-type: none"> <li>• Competent with common IT systems, e.g. Microsoft Office, MIS</li> <li>• Data analysis</li> <li>• Time management and planning</li> <li>• Ability to work flexibly and quickly under pressure</li> <li>• Ability to work across multiple projects and deadlines</li> <li>• Ability to follow policies and procedures set by the school and external agencies</li> <li>• Organised</li> <li>• Ability to keep calm under pressure</li> <li>• Ability to work well in a team, and independently</li> </ul>		<p>Interview</p>



## ATTRIBUTES



### PROFESSIONAL

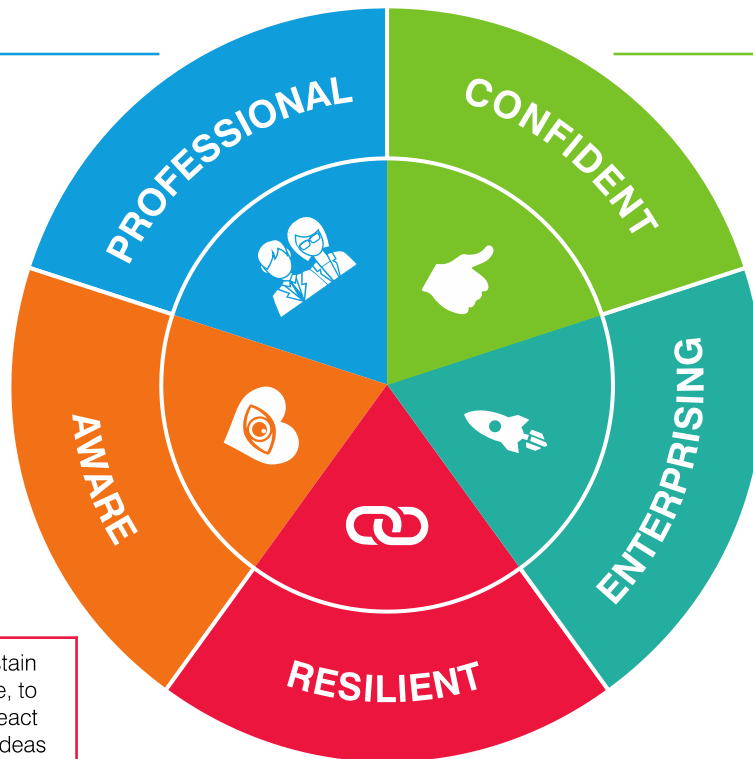
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

### AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

### RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



### CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

### ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.*