

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



EXAMS OFFICER JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Exams Officer

GRADE: Bucks Pay Range 4 (£23,742 – £25,703 FTE)
Actual Salary (£11,206 – £12,131)

HOURS: 20 hours per week (distributed over 5 days)
40 Weeks per year
(Includes Inset Training Days as calendared & 2 weeks during summer examinations)
Overtime hours required during examination weeks, which will be reimbursed when claimed

ACCOUNTABLE TO: Assistant Headteacher, Data & Examinations

ROLE

- To ensure the effective administration of both the public and internal exams process.
- Ensure data is handled following the relevant data protection regulations.

SPECIFIC DUTIES:

Examinations

1. To undertake the administration associated with public (i.e. GCSE, A Level, BTEC, and Module Tests) and internal examinations, ensuring JCQ regulations are met at all times.
2. To resolve examination queries, liaising with staff, students and/or parents as necessary, ensuring that all relevant documentation is processed in this regard following school communication policies.
3. To ensure entries are processed using SIMS Examination Module or the exam board online system as required, meeting external deadlines and minimising the costs to the centre.
4. To liaise as required with Examinations Boards with regard to any special requirements on behalf of students and/or amendments.
5. To liaise as required with the SEN Manager concerning any access arrangements required for students inside and outside the main examination hall.
6. To liaise as required with the Finance Manager regarding the recording of entry fees paid by students, the issue of receipts and the processing of payments for Examination Board fees.
7. To produce and distribute entry statements to students for checking in a timely manner to ensure changes can be made minimising cost to the centre.
8. To ensure examination papers are checked when received and ensure their dispatch as appropriate using parcel force yellow label system.
9. To manage examination timetables – both internal and external – and to ensure the provision of adequate facilities and invigilators by liaising with the Cover Manager to ensure room availability.
10. To ensure examination registers are shared with the Attendance Officer during examinations weeks to ensure the safeguarding of all students.
11. To download examination results into SIMS and Go4Schools in a timely manner on restricted results day, following JCQ guidance.
12. To collate individual results for distribution to students and to provide results data to teaching staff through secure means, ensuring restriction of access to unauthorised users and security of data.
13. To check examination certificates when received and ensure these are prepared for distribution to students. To support the formal arrangements made for Celebration Award Evenings.

14. To undertake any administrative tasks associated with examination enquiries about results, including review of marking and appeals.
15. To undertake annual training on examinations protocols and train/update invigilators and access arrangements for staff as required.
16. To update the Headteacher and senior teachers responsible for examinations and SEN on JCQ protocols.
17. To update the centre's examination policies annually ensuring they meet the needs of the centre and JCQ regulations.

General

18. To be aware of the School's aims, organisational values and behaviours and their impact on this post.
19. To contribute to all aspects of the Administration Team as and when required.
20. To participate in working groups on relevant service and school matters as required.
21. To participate in the School's performance management processes.
22. To carry out the duties of the post in accordance with the School's Equal Opportunities policy.
23. To carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the School in health and safety matters.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. The duties of this post may vary from time to time, as required by the Headteacher, without changing its general character or level of responsibility.

Name: _____

Signed: _____
Exams Officer

Date: _____

Signed: _____
Assistant Headteacher, Data & Examinations

Date: _____

Signed: _____
Headteacher

Date: _____

PERSON SPECIFICATION

EXAMS OFFICER

Skill	Desirable	Essential
Work Independently		Yes
Work as a Team		Yes
Good Telephone Manner		Yes
IT Literate		Yes
Well Organised		Yes
Educated to A level		Yes
Educated to Degree Level	Yes	
Understanding of JCQ Regulations	Yes	
Understanding of GDPR and electronic communications act	Yes	
Experience of working in a school or educational establishment	Yes	
Good Communication Skills with young people		Yes
Some understanding of BTEC qualifications	Yes	
Some understanding of LIBF qualifications	Yes	
Some understanding of GCSE qualifications	Yes	
Some understanding of A level qualifications	Yes	
Willingness to Learn	Yes	