



THE ADEYFIELD ACADEMY

Exams Officer

H7, term time plus 2 weeks, 37 hours per week

The post holder is required to perform the duties below. S/he will be responsible to the Assistant Principal and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the staff appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Principal by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Main Areas of Responsibility

- Organisation of both internal and external examinations within the school
- Liaise with HoYs and SLT and all colleagues to produce reports as required
- Organise the management and maintenance of a comprehensive school information resource: data collection, organisation, storage (e.g. SIMS, SISRA), analysis, presentation, dissemination and reporting (e.g. for parents, SIP report).
- Ensure consistency and integrity of data and quality of reports
- Support the collection, presentation and interpretation of data from internal (e.g. exam results, progress data) and external sources (e.g. DfE, FFT, RAISE online, L3 VA)
- Provide advice regarding implications of developments
- Provide training and support for staff, as appropriate
- Advising the Principal of examination updates as Head of Centre
- Oversight of exam timetable

Duties and Tasks

1. **Organisation of all aspects of external examinations** (with support) to ensure that tasks relating to the following are effectively carried out:
 - a. Ensuring all required information for internal and external candidates for public examinations is obtained accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests and assessment data: eg. GCSE, A level, BMAT, CATS etc (ensure that they are correct and in on time)
 - b. Keep up to date with all JCQ rules and regulations and deadlines
 - c. Timetable – provide students and staff with exam timetables
 - d. Clashes – find solutions and staff to supervise candidates
 - e. Room requirements – planning and organisation of venues for examinations
 - f. Invigilation – invigilator recruitment, training, work allocation & payment; liaison with SEN department
 - g. Seating plans – organising and displaying for students
 - h. Access arrangements – liaison in advance with SEN department
 - i. Communication with students, parents, consortium schools, Awarding Bodies –includes assemblies (spring term – exam entries, summer term - exam procedures)
 - j. Forecast grades
 - k. Handling of question papers and scripts
 - l. Preparing exam rooms and materials
 - m. Starting exams – ensure procedures/materials in place, staff trained and exam starts comply with regulations, being present when appropriate
 - n. Checking & packing scripts

- o. Special consideration
- p. Results analysis - August
- q. Post result services – assisting students/staff with problems
- r. Statistics – eg for SIP, School Prospectus, Open Evening (display), DfE
- s. Resits – organising
- t. Certificates
- u. School Census – checking all exam codes & linking to QANS
- v. Exams budget – budget calculations, checking invoices & monthly accounts
- w. Training Meeting attendance – e.g. Awarding bodies, SITTS

2. Organisation of all aspects of internal examinations: to ensure tasks are carried out as required such as, creation of timetable, arrangement of invigilation, preparing rooms, starting exams, following up absentees

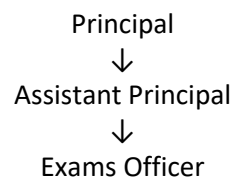
3. Organisation and administration of school data tasks including amongst others:

- a. maintenance and update of school databases and data entry (eg. for student progress tracking, for options & timetables)
- b. execution of methods and procedures for collecting, organising, interpreting and classifying information for computer input and retrieval
- c. determining the feasibility of development of new databases and/or enhancements or modifications to existing databases
- d. development of data capture/input methods and monitor input to ensure consistency, quality and integrity of data/reports
- e. producing a variety of scheduled (eg on ARR calendar) and ad hoc reports: listings, summaries, statistics, labels and other electronic and/or presentation reports
- f. carrying out numerical calculations and analyses as required
- g. producing examination results summaries for the start of the Autumn term
- h. keeping up to date with developments in relevant software used within the school
- i. supporting the completion of the school's workforce return and census

4. Attend GCSE and A level results & pre results days to support student requirements and data organisation.

5. Other responsibilities/tasks as required by the Principal: There is scope for development to reflect personal aspirations and skills.

Organisation chart:



Supervision:

Day to day supervision is carried out by the Deputy Head Teacher

Contacts:

- There is frequent contact with other leadership team members, teaching staff and external agencies
- As part of the support staff team there is also regular contact with other non-teaching staff

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Adeyfield School is part of the ATLAS Multi Academy Trust. The postholder will be employed by the Trust.

