

# Job Summary and Person Specification



**Job Title:** Exams Officer  
**Grade:** Grade D  
**Accountable to:** MIS and Cover Manager

## Job Purpose – Exams Officer

The Exams Officer reports to the MIS and Cover Manager, and is responsible for the strategic oversight, administration, and operational management of all public examinations relating to GCSE and other examinations in keeping with the requirements as set by the Joint Council for Qualifications (JCQ). The Exams Officer is also responsible for the running of internal examinations such as Mock Exams and In Class Assessments.

## Duties and Responsibilities – Exams Officer

- To ensure the smooth running and administration of all public and internal examinations the Exam Officer will liaise with senior leaders, teachers, pupils, parents, carers, and Awarding Bodies in respect of examination requirements, entries, results, and communications, ensuring that the school adheres to all Awarding Bodies' regulations.
- Receive and securely store external examination papers, checking all required papers are received.
- Liaise with SENDco about pupils requiring Access Arrangements during the exam process.
- Prepare and submit applications to the Awarding Bodies for special consideration where applicable.
- Write the timetable for all internal Mock Examinations, liaising with Senior Leaders and Curriculum Leaders on exam duration, exam papers to be taken and number of pupils sitting the exam.
- Ensure invigilation for all exams meets the requirements as set by the Joint Council for Qualifications (JCQ).
- Train invigilators to fulfil their role.
- Prepare timetables for invigilators and communicate these to them.
- Co-ordinate paperwork and payment of invigilators.
- Liaise with the Estates and Premises Manager/Site Team to organise the rooming and layout requirements for exams.
- Resolve clashes of exams for pupils.
- Download and distribute exam results.
- Make arrangements for Review of Marking where required and appropriate following a public exam.
- Ensure all exam related policies required by the JCQ are in place, shared and updated annually.
- Undertake any other exam related tasks as directed by the MIS and Cover Manager.

### **Duties and Responsibilities - Cover Duties to support the MIS and Cover Manager (in the event of absence)**

- Receive calls and emails from staff regarding their absence.
- Allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the pupils, including the arrangement of external cover supply staff where necessary.
- Inform relevant staff of any changes made to the cover arrangements following publication.
- Produce a daily teaching cover timetable and individual timetables for external supply teachers as necessary.
- Inform teaching staff of their cover responsibilities each day.
- Forward any cover work sent to the absence inbox to the person covering the lesson.
- Respond to any changes regarding cover arrangements during the working day and any issues arising and informing staff where applicable.
- Work with supply agencies (for long- and short-term external supply). This includes negotiating daily and hourly rates to achieve the best value for money.
- Meet external supply staff and inform them of their cover/teaching responsibilities, checking ID, DBS etc. and that they are familiar with the timetable and relevant school policies e.g. Good Behaviour Policy.
- Be the main point of contact for all external supply staff and ensure timesheets are checked and signed daily and electronically authorised or faxed to agencies at the end of each week.
- Liaise with Curriculum Leaders and Senior Leaders with regards to external supply teachers who are on a long-term contract, ensuring that appropriate feedback is obtained from the department and is fed back to the agency.
- Collate feedback from external supply teachers with regards to the quality of cover work set and inform Curriculum Leaders where applicable.
- To schedule planned absences on SIMS, checking carefully for times at which cover will not be able to be accommodated and communicating this accordingly.
- To make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised, and planned for in good time.
- Undertake any other tasks as directed by the MIS and Cover Manager.

### **General**

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and promote the overall ethos/work/aims of the school.
- Ensure that information of a confidential nature gained in the course of duty is not divulged.
- Ensure the security of the school and those within it is maintained at all times.
- Adhere to all Cams Hill School policies and procedures within the defined timescales.
- Understand and support the implementation of Cams Hill School's Health and Safety Policy and Emergency Evacuation and Fire procedures, promoting safe working practice in the school.

## Person Specification

<b>Essential Qualifications</b>	Not Applicable
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate a proven track record of competency and accuracy in the use of ICT systems and data management, with particular emphasis on the use of Microsoft excel spreadsheet, mail merges and database management</li> <li>• Experience of working in an office environment and maintaining key administrative systems</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to plan own workload and to meet deadlines</li> <li>• Ability to use own initiative to improve areas of practice</li> <li>• Excellent interpersonal, communication and organisational skills</li> <li>• Ability to convey information clearly and accurately</li> <li>• Good numeracy/literacy skills</li> <li>• Be committed to achieving the highest standards and accuracy</li> <li>• Be flexible, calm, positive, enthusiastic, and professional</li> <li>• Demonstrate the ability to communicate clearly and effectively</li> <li>• Be caring towards pupils and commitment to safeguarding practices</li> <li>• Demonstrate initiative and can make decisions</li> <li>• Be able to work well as part of a team but also independently</li> <li>• Awareness of the importance of confidentiality.</li> </ul>
<b>Desirable Knowledge, Skills or experience</b>	<ul style="list-style-type: none"> <li>• Previous experience working in a similar role</li> <li>• Demonstrate a proven track record of working with SIMS or similar management information system</li> </ul>

## Additional Information

Cams Hill School is committed to safeguarding young people and expects all employees, workers, and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.