# **Children & Young People’s Service**

**Eskdale School**

##### JOB DESCRIPTION

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| POST: Exams Officer – Part time 20 hours per week plus 4 weeks full time during summer exam season (May-June) and 3 days during the summer break (to coincide with the exam results day)  Start September 2022 | |  | | | |
| GRADE: Band 8 (Pro rata) | |  | | | |
| RESPONSIBLE TO: Business Manager/ Exams and Assistant Headteacher | |  | | | |
| STAFF MANAGED: Exam invigilators | |  | | | |
| POST REF: | |  | JOB FAMILY | 2 |
| JOB PURPOSE: | The core focus of this job is to be responsible for the efficient and effective running of all internal and external examinations within for the school, including liaising with staff, pupils, invigilators and examination boards. | | | | |
| JOB CONTEXT: | Required to ensure that the school complies with the examination board rules, ensuring exams are invigilated in a way that meets the exam board regulations and provide advice and guidance on the examination boards rules and regulations to staff and pupils  An Enhanced DBS clearance is required for this post  This role is office based within the school buildings  An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | | |
| Operational Management | * Oversee all arrangements for all public examination entries * Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken * Complete examination entries and store securely and send completed examination papers to examination boards by deadlines * Makes preparations for examinations, including setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationery. * Undertake exam invigilation duties * Organise appropriate arrangements for the support of candidates with special examination requirements * Deal with issues relating to appeals, remarking and other administrative issues | | | | |
| Communications | * Liaise with examination boards to ensure that accurate administration of all examinations, including ensuring compliance with examination boards rules, coursework requirements * Provides advice and disseminates examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results * Liaises with staff/heads of departments regarding pupil examination entries | | | | |
| Resource management | * Manages the examination budget * Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them * Responsible for the safe storage of the examinations papers, examination certificates and examination results | | | | |
| Safeguarding | * To be committed to safeguarding and promote the welfare of   children, young people and adults, raising concerns as appropriate. | | | | |
| Systems and Information | * Provide data and analysis on examination entries and results, writing reports as appropriate * Creates effective information systems for the recording of exams and results * Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies. | | | | |
| Planning and Organising | * Lead role in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators | | | | |
| Data Protection | * To comply with the County Council’s and Federation policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality | | | | |
| Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. | | | | |
| Equalities | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.] * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement | | | | |
| Flexibility | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. | | | | |
| Customer Service | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. | | | | |

**PERSON SPECIFICATION**

**JOB TITLE: Exams Officer**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge** |  |
| * Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations * Knowledge of invigilation procedures |  |
| **Experience** |  |
| * Experience of working in an administration role * Experience of supervising others * Experience of exam invigilation | * Budget management experience |
| **Occupational Skills** |  |
| * Analytical and report writing skills * Good communication skills * Supervisory skills * Ability to use initiative and make decisions * Organisational skills * Confidentiality * ICT skills * Ability to work accurately and to deadlines |  |
| **Qualifications** |  |
| * Good standard of education to evidence good numeracy and literacy * Level 3 qualification in a relevant field e.g. administration |  |
| **Other Requirements** |  |
| * Enhanced DBS clearance * To be committed to the school’s policy and ethos. * To be committed to Continual Professional Development. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Able to exercise discretion & judgement * Flexibility * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. |  |