

## Job Description for Exams Officer

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**Responsible to:** Trust Exams Manager

**Based at:** New College Pontefract

### OVERALL PURPOSE OF THE POST

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- To work as part of the Trust Exams Team, providing a high quality, efficient and effective exams service to all academies within the Trust (based primarily at New College Pontefract but with the flexibility to work at other sites within the Trust, as required).
- Under the direction of the Trust Exams Manager, ensure the administration, organisation and smooth running of examinations across all colleges.

### MAIN DUTIES

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- Under the direction of the Trust Exams Manager, prepare, plan, co-ordinate and conduct all internal and external examinations including re-sits for all academies within the Trust, primarily working on New College Pontefract exams.
- Liaise with the Trust Exams Manager to consider ways in which the Trust Exams Manager might support in the preparation, planning and coordination of examinations
- Manage and submit official entries and registrations for qualifications.
- Communicate with the examination boards, relevant college/Trust staff and when necessary, individual students with respect to: entries for all examinations, amendments, late entries and withdrawals, results, enquiries about results, certificates, coursework and resits, for both module and final examinations.
- Manage the daily running of examinations at New College Pontefract, including practicals but not limited to: preparation of exam room(s), meet/update invigilators, dealing with student special arrangements, assist with the distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch.
- Provide and distribute to students and staff information relating to individual examination timetables, seating arrangements, examination rules and regulations, drawing up the Examination Timetables (November and Summer and internal mock exams).
- Assist in the collection, distribution and dispatch recording of student coursework.
- Assist with the receipting, collating and distributing exam board certificates.
- Circulation of incoming information, logging important communications, ordering stationery and other materials as required and requested.
- Under the direction of the Trust Exams Manager, co-ordinate the distribution of exam results for New College Pontefract, dealing with queries arising from results and administering review and/or exam paper copy requests.
- Answering and dealing with enquiries from students, parents, members of staff, examination boards, and the public.

- To assist with the recording of accurate information and documentation about students requesting or requiring special provisions in examinations and ensure appropriate arrangements are made for students who require special examination arrangements (Access Arrangements).
- Adherence to the guidelines and procedures laid down by the examination boards and the JCQ.
- Assist with the production of the rooming timetable and liaise with the Estates Manager with respect to the organisation of examination rooms, including seating and furniture movement.
- Work with the Trust Exams Manager to recruit and induct exams invigilators and provide day-to-day management and supervision of invigilators and their deployment
- Producing all relevant stationery, mark lists, attendance lists, and packages addressed to examiners. Keep regular records of examination stocks and order/arrange despatches accordingly.
- Receipt and log all examination papers and/or scripts. Ensure that all examination materials are stored and secured at all times. Ensure the secure disposal or distribution of used examination papers following a specific holding period.
- Organise the supervision of examination clash students in accordance with JCQ regulations.
- Assist with processing applications for access to scripts and the reviewing of examinations.
- Ensure all notice boards are up to date, as directed.
- Organise, administer (and attend) student results days.
- Use word-processing, spreadsheet or other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc, as and when required.
- Assist with maintaining manual and computerised record systems, including spreadsheets, for financial records. Preparing and checking student examination fees for each examination period. Reconcile all examination fees and charges from each examination board.
- To provide lunch time cover for other support roles as necessary, including Reception and the LRC.
- Maintain an appropriate and efficient filing system for the Examinations Office.
- Flexibility to work across Trust sites to support the efficient and effective administration of exams at all centres within the Trust, as and when required.
- Undertake other duties as requested.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Exams Officer

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using Microsoft Word and Excel to an intermediate level.</li> <li>• Experience of working in an administrative role.</li> <li>• Experience of maintaining efficient filing systems.</li> <li>• Experience of using computerised administration systems.</li> <li>• Experience of administering public examinations.</li> <li>• Experience in examination procedures and processes.</li> <li>• Experience of working with Unit-E or another Schools MIS</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Unit-e.</li> <li>• Experience of administering BTEC qualifications.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Excellent standard of English and written communication.</li> <li>• Willingness to undertake further training relevant to the post.</li> <li>• Excellent word processing skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development.</li> <li>• IT qualification at Level 3 or equivalent.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of how to handle sensitive data of a confidential nature.</li> <li>• The ability to behave in a corporate way, communicating and promoting the college's vision and values to staff, students and stakeholders.</li> <li>• The ability to handle pressure, to prioritise tasks and to meet deadlines.</li> <li>• Customer service/care approach to work.</li> <li>• Good problem-solving skills.</li> <li>• Excellent organisation and time management.</li> <li>• Attention to detail/accuracy.</li> <li>• Ability to follow pre-defined procedures.</li> <li>• Ability to take an overview.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels (both internally and externally).</li> <li>• Ability to work effectively as part of a team but also to work using your own initiative.</li> <li>• Openness to change and innovation.</li> <li>• Ability to cope with unexpected situations.</li> </ul>	

<b>Additional Factors</b>	<ul style="list-style-type: none"><li>• Enthusiasm and commitment for the post.</li><li>• An interest in working in the education sector.</li><li>• Flexible approach to work – ability to work early mornings/late evenings when required and to move across sites in the trust when required.</li><li>• Commitment to equal opportunities and safeguarding.</li></ul>	
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