



## Exams Officer JOB DESCRIPTION

<b>Job Description: Exams Officer</b>	<b>Reporting To: Data Manager</b>	<b>Pay Scale: 11</b>
<b>Hours of Work: 37 hours per week, term time only plus 15 days</b>		
<b>Job Purpose: To provide a comprehensive school-based assessment and examinations administration service for the school</b>		
<b>Key Responsibilities: Specific</b>		
<ul style="list-style-type: none"> <li>• Responsibility for all examination procedures, ensuring accurate and efficient organisation for all externally assessed courses.</li> <li>• Responsibility for the security and integrity of all school-based assessments and examinations</li> <li>• Responsibility for the budget allocated to the exams team</li> <li>• Collating and managing entries, candidate numbers, special consideration requests for assessment and examinations and providing this to the relevant exam boards</li> <li>• Providing information on exams in an appropriate format for all stakeholders</li> <li>• Liaise with teaching staff, particularly Heads of Department to establish examination requirements and future changes of syllabus</li> <li>• Liaise with individual students and parents regarding any examination issues or queries</li> <li>• Updating and managing information on assessment and examination rules, regulations and relevant school policies and making this available in appropriate formats</li> <li>• Coordinating school based assessments with subject leaders and associate teams, including management of any communication between the school and exam boards or JCQ</li> <li>• Managing access arrangements for students with any additional needs</li> <li>• Recruiting, training and managing a team of invigilators to support internal and external exams</li> <li>• Tracking attendance of colleagues and students in exam venues</li> <li>• Providing all necessary equipment and resources needed in exam venues</li> <li>• Checking exam venues are arranged and spaced appropriately</li> <li>• Managing examination results for six days in August and providing a post-exams enquiry service</li> <li>• Supporting the data manager with any other tasks that may reasonably be regarded as within the duties of an exams officer and which support the data team</li> <li>• To act as an on call first aider when required on a rota basis</li> <li>• Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</li> </ul>		
<b>Key Responsibilities: General</b>		
<p>The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.</p> <p>The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.</p> <p>The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.</p> <p>TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.</p> <p>The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.</p> <p>The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).</p>		
<b>The key competencies and behaviours commensurate with this post are identified overleaf.</b>		



## Ethical Behaviours Charter

Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to do the same.</li> <li>• Keeping promises and doing what we say we will</li> <li>• Having genuine compassion for others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and expertise, then sharing that knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being patient, respectful, generous and forgiving.</li> <li>• Acting with compassion and care, listening and seeing the person behind the role</li> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy</li> <li>• Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>