

Job description

Job title

Exams Officer

Hours

37.5 hours per week (part time hours or flexible working may be considered for the right candidate)
43 weeks per year

Contract

Permanent

Role profile and grade

TLS22 – Grade 2, Point 4

Salary

Full time equivalent starting salary £29,108.00 rising to £32,295.00 per year pro-rated to 43 weeks per year

Location

Inscape House School, Cheadle, Stockport, Cheshire

Reports to

Deputy Head - Head of Upper School

Type of DBS required

Enhanced, Child and Adult Workforce

The Together Trust is committed to safeguarding and promoting the welfare of the people we support and expects all our staff and volunteers to share this commitment.

Safeguarding checks will be undertaken for the successful candidate in line with our safer recruitment policy, including an Enhanced DBS check (at no cost to yourself).

This role will involve regulated activity.

Job purpose

Inscape House School is a non-maintained specialist support school for children and young people aged 5-19 on the autism spectrum.

Exam Officer:

To take responsibility for the co-ordination, organisation of and entries to all public examinations across Inscape House School. To ensure Inscape House School adhere to the legal framework for the Joint Council for Qualifications and for all examination bodies.

The postholder will be required to be available in August to attend and administer on pre-release and exams results days.

The postholder may be asked to complete other administrative tasks or work in classes to support students during quieter periods.

Key responsibilities

Specifically, the post requires the postholder to:

Exams Officer

- To have full responsibility for the organisation and supervision of the school and extended services as an examination centre, ensuring adequate security and the adherence to appropriate examination board regulations and routines.
- To timetable all external and internal examinations.
- Coordinate the preparation and submission of entries to examination bodies.
- To oversee correspondence with curriculum areas and examination boards.
- To liaise with the Deputy Head Teachers and subject or class teachers with regard to examination syllabuses as they relate to the school curriculum.
- To be responsible for the receiving, dispatch and security of examination papers and support materials.
- To be responsible for the training and management of staff as examination invigilators.
- Liaise with Heads of Department regarding setting up for exams.
- To monitor examination entries and ensure that all financial costs are accurate.

- Ensure that students are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- Ensure that all necessary stationery and materials and other requirements are provided for examinations.
- Deal with enquiries from parents and students, including former students.
- To attend and administer pre-release/exam results day.
- Receive examination results and certificates and making arrangements for their issue.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies and the Joint Council for Qualifications (JCQ).
- Policies to be ready for inspection by appropriate bodies e.g. JCQ.
- To ensure all permissions are received in line with GDPR legislation.
- To manage the student/parents complaints process in line with JCQ policy.

Training & Development

- Deliver training on invigilation and facilitation of access arrangements.
- Actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to ensure their own professional development.
- Attend staff meetings and planning meetings when required.

Families & Safeguarding

- Committed to working with the staff team to ensure the highest levels of safeguarding are always upheld.
- Work as a member of a staff team including teachers, speech & language therapists, other educational assistants, educational psychologists and consultant psychiatrists.
- Report any safeguarding concerns to the Senior Designated Person.

- Adhere to all safeguarding policies, practices and expectations including online safety.

Care of duties within the school

- Helping supervise pupils at mealtimes and playtimes/organise lunch time clubs.
- Support the safe arrival and departure of the children and young people to and from school on LA or parental transport.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.

Additional information

- Undertake any reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.
- This job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and amended subject to consultation with the postholder.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	<p>Recent Exams Officer Training.</p> <p>Evidence of recent relevant professional development.</p>	
Experience and skills	<p>Experience of working as an Exams Officer.</p> <p>Experience of JCQ inspections in relation to delivery of exams and access arrangements.</p> <p>Experience of exam timetabling and facilitating access arrangements.</p> <p>The ability to keep records in an orderly fashion and prioritise competing tasks within specified time constraints.</p> <p>Flexibility in dealing with changing circumstances.</p> <p>A proficient level of spoken and written English.</p>	<p>Experience of reading and understanding needs within EHCPs.</p> <p>Experience of delivering invigilation training.</p>
Knowledge and understanding	<p>Awareness of current developments in supporting pupils with</p>	

	autism and other co-occurring difficulties. An understanding of the JCQ regulations for delivering examinations and for access arrangements.	
Other	Commitment to continuing development of professional skills eg. Training. Flexibility and a positive attitude to change. Strong personal resilience.	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

