

# THOMAS BECKET CATHOLIC SCHOOL

## JOB DESCRIPTION

### OVERVIEW

<b>Job Title</b>	<b>Examinations Officer</b>
<b>Closing Date</b>	SUNDAY 1 <sup>ST</sup> OCTOBER
<b>Interview Date</b>	Week commencing MONDAY 2 <sup>ND</sup> OCTOBER
<b>Salary / Scale</b>	Grade G £22,777pa fte to £27,344pa fte
<b>Contract type:</b>	<b>Permanent</b> This post is for 37 hours per week for 42 weeks of the academic year. The post holder is required to be in school for two weeks during the student summer holiday (GCE and GCSE results weeks), and 1 week agreed at other holiday times. During this time all allocation of student to courses will be completed, timetables printed, exam results received, collated, presented to students and analysed for SLT and governors ahead of the start of the new school year.
<b>Purpose of the Position</b>	To ensure the smooth running of all internal and external examinations, coursework and vocational qualifications; to co-ordinate all exam results including mocks, and all post results services; to provide data analysis and profiles for the Head Teacher, Leadership Team, Data Manager and others.
<b>Key Responsibilities</b>	To be responsible for the management, administration, and lead of both public and internal examinations from Year 7 to Year 13 ensuring compliance with exam board regulations.
<b>Responsible to:</b>	Data Manager
<b>Accountable to:</b>	Deputy Headteacher and Head of School
<b>Responsible for:</b>	Management of all internal and external examinations

## MAIN DUTIES

### 1. Professional Practice

#### Planning and Organisation

1. To maintain a Unique Candidate Identifier (UCI) for each candidate entered for an examination or assessment and to ensure the same UCI is used consistently for the candidate over time to enable the aggregation of qualifications;
2. In conjunction with Heads of Department to decide entries for GCSE, A level and vocational qualifications;
3. To organise the public exam timetables; to create and organise the mock exam timetables; to plan and facilitate GL Assessment tests; all in accordance with the timings of the Assessment Calendar.
4. In conjunction with Site staff, to arrange the rooming of mock and public examinations;
5. To ensure that the sitting of examinations complies with JCQ regulations and be the named contact point with exam boards;
6. To be responsible for the organisation, student briefings on and submission of all coursework/NEA;
7. To submit coursework marks (where required) and ensure moderation samples are dispatched to the awarding body by the published date;
8. To ensure that all policies related to examinations are updated annually and are available for inspection by JCQ or other exam boards;
9. To produce a TBCS Student guide to Examinations for the website and update annually with updated guidance/regulations to assist students/parents with common queries;
10. To attend meetings (Curriculum Team/Pastoral Team) as necessary to enable discussions regarding exams or concerns about exam impacts on students;
11. To gather conflicts of interest information and inform awarding bodies to timescale and record the measures taken to mitigate any personal risk to the integrity of the qualifications affected;
12. To assist the SENCO in helping apply for access arrangements via JCQ Centre Admin Portal processes and assist in resolving queries with the exam boards, if necessary;
13. To work closely with the Data Manager to ensure cover all year round and all key responsibilities completed

#### Exam Management

1. To ensure that the sitting of examinations comply with the latest regulations produced by JCQ and the exam boards including the setting up of exam rooms;
2. To take receipt, and ensure secure storage, of examination material including stationery;
3. To support Head of Centre with annual NCN declarations and updates to regulations
4. To work ethically and proactively to avoid malpractice amongst students and staff and to support Leadership Team in taking all reasonable steps to prevent occurrence of malpractice / maladministration before, during and after exams;
5. To support Head of Centre and Deputy Head with being the main contact JCQ Centre Inspection Services when subject to inspections, investigations or unannounced visits,
6. To organise support Head of Sixth Form with University entrance exams
7. To ensure that any instances of alleged or suspected malpractice are investigated in accordance with JCQ policy and provide such information and advice as the awarding body may reasonably require;
8. To ensure that appropriate arrangements are made for those students with medical/welfare needs through liaison with form tutors/welfare/head of year/SENCO/parents;
9. To actively support the SENCO to ensure that access arrangements and reasonable adjustments are arranged where appropriate, and assist in training of those helping with access arrangements (reader/scribe);
10. To oversee the beginning and end of all exam sessions to ensure their smooth running;
11. To collect and dispatch exam scripts to examiners;
12. Maintain an accurate record of any incidents;
13. To ensure that question papers are not released to centre personnel for use in future internal tests using the JCQ privacy licence until after all the candidates in the centre have completed the examination, the awarding body's published finishing time or any guidance allows (whichever is the later);

14. To deal with any special consideration requests in liaison with appropriate parties;
15. To respond to any direct queries from parents, pupils or staff with regard to examinations and be available to respond to queries from exam boards during the holidays;
16. To assist any private candidates authorised for entry by the Head of Centre are treated equally throughout the examination process, acting as the main point of contact for the pupil/parents and assisting Heads of Departments with inclusion. This also extends to post results services and appeals;

#### Results and Data Management

1. To organise the publication of results and administer all post examination enquiries and assist the Data Team with results analysis
2. To deal with EAR (enquiries about results) made by Heads of Departments and students and assist with all aspects of appeals in accordance with JCQ guidance;
3. To sort and arrange for distribution of examination certificates for candidates as per Assessment Calendar;
4. To be present and available in school on the days that results are notified to schools and on the days when they are distributed to candidates and available for all post results services afterward until final appeal deadline;
5. Ensuring that entry fees levied for re-sits and EARs are passed to Finance;

#### Training and Development

1. In conjunction with Data Manager to recruit, train and manage a team of exams invigilators;
2. To understand and clarify information with Heads of Departments about specification changes and pre-release materials and to communicate with regard to imminent deadlines;
3. To disseminate information on JCQ regulation changes to appropriate staff after annual updates are published;
4. To attend the annual Exams Officer meetings and training sessions

#### Mock examination's role

1. The Exams Officer will organise and run all mock seasons for Year 7-13 from timetabling to results including staff invigilation training and rotas, ensure absences and issues are logged and completed papers are returned to the Heads of Subject.
2. To plan, organise and facilitate all GL Assessment Tests, Maths Challenge and other testing as per the Assessment Calendar and report all results to Data Manager and relevant teams.

To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

You may also be required to undertake such other comparable duties as the School requires from time to time. The post holder is required to operate within school policies and procedures, including Equal Opportunities, Health and Safety and Safeguarding policies.

The job description is current but liable to variation to reflect or anticipate changes in the requirement of the post.

## 2. Professional Development

- Participate in the Trust's performance management processes.
- Participate in further training and development to improve own professional development.

## 3. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all pupils and staff encountered as part of this role.
- Uphold public trust understood of education and a school context and maintain high standards of ethics and behaviour, within and outside the Trust and its schools.

- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.

Understand and act within the statutory frameworks setting out professional duties and responsibilities of all those that work within education.

#### **4. Any Other duties**

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

(Assessment by 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Management of small teams of people to good effect</li> <li>• Management of data systems and analysis</li> </ul>		<ul style="list-style-type: none"> <li>• Experience in the Education sector</li> <li>• Management of Bromcom data systems</li> </ul>	
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and seek advice when appropriate</li> <li>• Ability to multitask and work to tight deadlines</li> <li>• Excellent organisational and problem-solving skills</li> <li>• Tactful</li> <li>• Ability to manage and develop other people effectively and calmly.</li> <li>• Capacity to meet deadlines.</li> <li>• Confident in the use of data management systems for both data management AND analysis</li> <li>• Ability to present data in a coherent form to leaders.</li> <li>• Calm under pressure</li> <li>• Ability to prioritise and coordinate work across a team of people</li> </ul>		<ul style="list-style-type: none"> <li>• Bromcom management</li> </ul>	
<b>Equality Issues &amp; Safeguarding</b>	<ul style="list-style-type: none"> <li>• Committed to the principles of equality of opportunity.</li> <li>• Total commitment to safeguarding others and self</li> </ul>			
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Outstanding ability in the use of Excel and other Microsoft packages</li> </ul>		<ul style="list-style-type: none"> <li>• Knowledge of exams / data systems</li> <li>• Knowledge of school accountability frameworks requiring data / exams support</li> </ul>	
<b>Education and Training</b>	At least 5 GCSEs or equivalent (including English and Maths) at Grade C <sup>+</sup> <small>Evidence of Further Education qualifications.</small>		<ul style="list-style-type: none"> <li>• Further education relating to data management / administration</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional development.</li> <li>• Able to work flexibly to meet the needs of the school. (This will include</li> </ul>			

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	How Measured	Desirable	How Measured
	some evening meetings and additional hours during exam seasons which can be returned as TOIL). <ul style="list-style-type: none"> <li>• Good health and attendance record – subject to appraisal after interview process.</li> <li>• Ability to hold people accountable.</li> <li>• Ability to enable other colleagues to undertake responsibilities.</li> <li>• A sense of humour.</li> </ul>			

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We will consider any reasonable adjustments under the terms of the Equalities Act, 2010

The Jobholder will ensure that Thomas Becket Catholic School’s value and ethos are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities and discrimination
- (ii) Health and Safety
- (iii) Data Protection Act (1984 and 1998)

Further information about the school can be found at: [www.thomasbecket.org.uk](http://www.thomasbecket.org.uk) or about the Trust on the Trust website: [www.olicatschool.org](http://www.olicatschool.org)

A candidate pack and application form are available from <https://www.mynewterm.com/jobs>.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

<b>Closing Date</b>	Sunday 1 <sup>st</sup> October 2023
<b>Interview Date</b>	Week commencing Monday 2 <sup>nd</sup> October 2023



For more information, please contact Trust HR by email at: [TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)