

Job description

Job title	Exams Officer/6 th form Admin
School	Ilford County High School
Reports to	Data Manager/Deputy Head
Salary	LBR 5 12- 15 £32,535-£33,987
Hours	<ul style="list-style-type: none"> • 36 Hours • 52 Weeks per year (2 weeks set working in summer) • Hours TBC
Responsible for	NA
Purpose of job	
Under the instruction and guidance of Data Manager the successful candidate will help lead on the operation of internal and external examination sessions throughout the School and provide statistical information on performance. In addition, they will also provide Admin support to the 6th form area under the guidance of the DHT	
Main duties and responsibilities	
<ul style="list-style-type: none"> • To be responsible for managing the effective and efficient administration of all public examinations related to GCSE, A Level and Vocational qualifications in accordance with the Joint Council for Qualifications (JCQ) regulations and/or exam board rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process. • Ensure that the centre is always compliant with the JCQ regulations and Exam board requirements in order to ensure the security and integrity of the examinations/assessments • To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of examinations and assessments. • To liaise closely with Exam boards, outside agencies, staff, parents & students to ensure exams administration processes are strictly followed, and key deadlines met. • To ensure that examinations are conducted in accordance with regulations. • Through taking an ethical approach and working proactively to avoid malpractice among students in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place. • Maintain and develop systems to manage and coordinate all aspects of the exams administration process, using MIS • Research and understand qualifications and how they are assessed. • Identify and access relevant support available from Exam Boards/JCQ/Network group/The Exams Office. • Comply with JCQ and Exam Board regulations, guidance and instructions and keep abreast of developments/changes/updates. • Communicate clear internal deadlines and processes for gathering/sharing exam-related information with staff 	

- Annually confirms/maintains the information required by the National Centre Number Register.
- Manage arrangements to receive, check and store question papers and examination Material safely and securely always and for as long as required in accordance with the regulations.
- Supports the Head of centre in managing Conflicts of Interest by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Support the Special Educational Needs Coordinator (SENDCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates
- Ensure candidates, parents and staff are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services including exam board appeals.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or Exam board rules.
- Provide support for staff in accessing results.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations
- Manage 11+ day

Data

- Provide Data support to the Data Manager

6th Form Admin

- Deal with the daily 6th form queries students' queries
- 6th form Admissions-Including data entry
- Check attendance for Bursary payments
- Issue Reward vouchers
- Dentation slips
- Data for intervention Bulletin
- UCAS Appeals
- Attendance letters when requested
- Provide admin support to the Director of Sixth Form and the SLT lead
- Provide General Admin support when required
- Provide support for 6th form applications

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Exams Officer/Post 16 Admin	Grade	LBR 5
School	Ilford County High School		
Education and Qualifications: <ul style="list-style-type: none">• Good level of general education – a minimum of 5 GCSE’s (A-C) or equivalent including Maths			
Experience/Knowledge/Skills: <ul style="list-style-type: none">• Knowledge of SIMS (School Information Management System) or other Management Information System Recent experience of managing exams in an educational context• Exam related training and CPD• Knowledge of GDPR• High standard of written and verbal communication skills and to be able to relate well to school staff, students of all abilities, parents and carers and external agencies• Highly developed organisational skills• Sound time management skills, including ability to determine priorities and deal with conflicting deadlines• Ability to work under pressure in the School environment• Ability to maintain effective and accurate records• Ability to work independently and take initiative when appropriate• Ability to pay close attention to detail• An understanding of the necessity for maintaining strict confidentiality• Excellent interpersonal and communication skills (both oral and written)• Flexibility and ability to work as part of, and contribute to, the school’s administrative team• Resourcefulness, enthusiasm, patience and a sense of humour• Understanding of professional boundaries/child protection procedures			
Other job requirements: <ul style="list-style-type: none">• Enhanced DBS check.• Flexible in approach and attitude• Willing to undertaken training			