

Job Title: Examinations Officer

Responsible to: Examinations Manager

Responsibilities:

1. Assisting with the preparation for, and the conduct of, internal and external examinations on the sixth form college site, and at AHED as required, following the guidelines and procedures laid down by awarding organisations and the Joint Council for Qualifications.
2. Carrying out a wide variety of exam related processes throughout the year meeting various deadlines. These may include but are not limited to:
 - a) processing applications for Access Arrangements;
 - b) making exam entries;
 - c) planning and preparing for exam days;
 - d) ensuring all information is recorded accurately in the student database;
 - e) despatching items to the Exam Boards;
 - f) advising exam boards of exam entries and amendments;
 - g) helping with a multitude of tasks on exam days;
 - h) assisting with requests for Special Considerations;
 - i) recording/importing results information
 - j) assisting with the collation and distribution of examination results;
 - k) dealing with Post-Results services and queries;
 - l) assisting with the collation and despatch of certificates;
3. Communicating with and advising students, parents, other staff at all levels, and a large number of invigilators in all exam related matters.
4. Working with various departments to co-ordinate and administer the assessments of vocational courses.
5. Working as part of the team to provide a 'front desk' service to all of the above.
6. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
7. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
8. Carry out other duties as may be reasonably directed by the Exams Manager or Principal.

Post: Exams Officer

Category	Essential	Desirable	Ascertained by:
Qualifications	Educated to 'A' Level or equivalent.		Application form / original certificates at interview.
Experience	Proficient in the use of IT. Experience in the use of Microsoft Office. Experience in a similar role.	Working in a Post 16 educational environment. Use of Exams software.	Application form / activity / interview / references.
Additional Skills and Abilities	Ability to communicate calmly and effectively with staff and students. Ability to work quickly and accurately. Ability to work as part of a team with a willing and flexible approach. Ability to identify and meet deadlines and work without direct supervision. Excellent attention to detail.	Potential to train other / temporary team members in how to use Unit-e and other exam related software in addition to Microsoft Office.	Application form / activity / interview / references.
Other	Self-confident Methodical Commitment to the protection and safeguarding of children and vulnerable adults Commitment to the principles of equality, diversity and inclusion		Activity / interview / references.

Terms & Conditions

A full time (37 hours a week), full year post. The exact working hours to be agreed, with flexibility to work additional hours at the busiest times, for which time off in lieu will be given. Salary on the Support Staff Scale in the range of points 25 – 29, currently £22,254 - £25,181 per annum. A minimum of 27 days annual leave, plus bank holidays. Membership of the Local Government Pension Scheme.

Claire Willis Exams Manager
Updated 6th May 2022