



JOB DESCRIPTION

**Form
JD1**

	iii	Assisting the Business Manager / Head of Admin in other administrative duties and responsibilities commensurate with the level of responsibility of the role. This may include undertaking additional responsibilities or other specialist administrative responsibilities.
	iv	Undergoing ongoing training, assessment and the monitoring of performance as required.
	v	To work with the Assistant Head of Achievement to input accurate data using excel or similar data base package. Produce half term tracking reports and similar info as required by the Assistant Head of Achievement.
3.	SUPERVISION / MANAGEMENT OF PEOPLE	
	No. reporting - Direct: None	Indirect: None
	During exam periods the Examinations Officer will be directly responsible for a team of invigilators who are employed on a casual basis	
4.	CREATIVITY & INNOVATION	
	The postholder is responsible for the planning, organisation and prioritisation of own work, to meet strict deadlines. The main requirements of the role are subject to procedural guidance, with the postholder identifying and implementing efficient and accurate methods of ensuring the correct delivery of examinations administration and improving the examination service in school.	
5.	CONTACTS & RELATIONSHIPS	
	Internal The post requires good, efficient working relationships with members of the SLT, Heads of Faculty, Subject Leaders, office staff, premises staff, invigilator teams, pupils and parents.	
	External Effective communication as appropriate with exam board officers, being the first point of contact in school. LA officers.	
6.	DECISIONS – discretion & consequences	
	Discretion The main requirements of the role are subject to procedural guidance, the postholder needs to use discretion to decide upon the application of this guidance and to know when to seek further advice / support.	
	Consequences The professional advice provided by the Exams officer enhances the smooth operation of the exams process and will ensure that all statutory and procedural guidelines are followed. Inaccurate advice or missing deadlines could disadvantage pupils or incur the School late fee penalties.	

7.	<p>RESOURCES – financial & equipment <i>(Not budget, and <u>not</u> including desktop equipment.)</i></p> <p><u>Description -</u> <u>Value</u></p> <p>Normal office equipment</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands Required to work to strict deadlines. The role requires some flexibility in working hours during the peak examination periods when thousands of individual paper entries which must be submitted within required legal, school and examination board guidelines. Be able to maintain confidentiality and security of examination materials</p> <p>Physical demands The role is largely office based but sometimes involves moving around the school premises. Must be able to cope physically with large numbers of packages received / to be posted.</p> <p>Working conditions No unpleasant working conditions. Normal office environment</p> <p>Work context Working in a school environment there may be minor risk of abuse from some pupils/parents and a risk from contagious illnesses</p>

9. KNOWLEDGE & SKILLS

- The postholder must have good familiarity with different areas of the school syllabuses, the tests/exams pupils are required to undertake and the regulations of different exam boards.
- Knowledge of IT systems which are specific to the examination process
- Knowledge of a range of computer software packages including finance systems.
- An understanding of data protection requirements.
- Able to work in a confidential manner.
- A good understanding of a number of routine administrative work procedures.
- be able to work well under pressure to very tight deadlines
- Knowledge of Health and Safety issues.
- Ability to input, understand and present data.
- Excellent communication skills at all levels.
- Requires persuasive, influencing skills for dealing with staff, governors, and external examination boards.
- Ability to supervise, train and induct staff.
- Understanding of SEN and child protection issues.
- A pro-active record of CPD.

The postholder should seek to further the mission, values and strategic aims of the school. Working to the professional standards and responsibilities set of the school, taking responsibility for the implementation of school policy, procedures and other guidance.

10. Position of Job in Organisation Structure

