



# Eckington School Examinations Officer

Part of

**LEAP**

Multi Academy Trust

# Post Title: Examinations Officer

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To implement and administer examinations for Eckington school students

This post is a full time, term time permanent post with a start date of 1<sup>st</sup> September 2018.

The closing date for applications is Friday 13<sup>th</sup> July 2018 at 9.00am.

## Job Description

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### Administrative and Miscellaneous

- Lead the planning of, and be responsible for the administration of 11-18 internal and external examinations in coordination with the SLT lead responsible for 'outcomes'
- Lead the collation of exams / course entry data from teaching areas and be responsible for submitting to exam boards for entry/registration as required throughout the school year.
- Be responsible for the organisation of seating plans, exams room set up and invigilator cover.
- Effectively manage the coordination of the secure storage of exams papers/materials and safe despatch to exam boards
- Co-ordinating special access requirements for students in all years with the SLT lead
- Lead the preparation and issuing of exams timetables & regulations to students, staff, parents
- Be responsible for the issuing of exam results and certificates
- Advising staff/students/parents about 'Enquiries about Results' (EAR) and processing applications for EAR, e.g. appeals, copy scripts, re-marks
- Be accountable for the development of staff to ensure that accurate and correct qualification information and results are made available, and that all proper procedures are followed.
- Lead the Academy's rooming and staffing of all examinations, ensuring value for money.
- Lead the development of training of invigilator teams
- Support the Business Manager/HR administrator with interviewing new invigilators
- Lead the invigilator team, holding invigilators directly accountable for quality provision.
- Manage the Exams Assistant

## Management Information Systems

- Gather and update student contact information.
- Input data onto Sims student information system.
- Maintain and update the Sims student information system

## Methods of Working

- It is a requirement of this role, that the Exams Officer will be flexible in their working hours during the demanding summer exams season.
- It is a requirement of this role that the Exams Officer works on the day preceding the GCSE and A level results days, along with the actual day of the results and following day. (6 days in total). (These days form part of the 41 week contract)
- Participate in the staff appraisal system.
- Participate in training as required. This will also involve dissemination of your knowledge to peer colleagues.
- Establish constructive relationships and communicate with other agencies/professionals
- Contribute to the overall ethos and aims of the Academy
- Attend and participate in meetings
- Appreciate and support the roles of other professionals within the Academy
- Recognise own strengths and areas of expertise and use to support others
- To comply with the requirements of HR, Health & Safety, confidentiality, JCO, GDPR other relevant legislation and school policies and procedures.
- To understand and comply with the school's safe guarding policy, equal opportunities and anti-discrimination policy.
- Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

The post holder will undertake any other duties within the overall function of the post as reasonably required by the Senior School Business Officer.

## Person Specification

|                     | Criteria                                                                         | How assessed* |
|---------------------|----------------------------------------------------------------------------------|---------------|
| Qualification       | ESSENTIAL: 5 GCSE or equivalent incl Maths and English (Grade C and above)       | A/C           |
| Experience          | ESSENTIAL: Experience of exams administration in a secondary school setting      | A/I           |
|                     | ESSENTIAL: Working in a highly demanding, fast paced environment                 |               |
|                     | ESSENTIAL: Working to tight deadlines                                            | A/I           |
|                     | ESSENTIAL: Working as part of a team                                             | A/I           |
|                     | DESIRABLE: Familiarity with SIMS/Exams Organiser                                 | A/I           |
| Knowledge           | ESSENTIAL: Microsoft Office packages                                             | A/I/R         |
| Skills & Abilities  | ESSENTIAL: To work to a high level of accuracy                                   | A/I/R         |
|                     | ESSENTIAL: Effective use of information technology                               | A/I/R         |
|                     | ESSENTIAL: Good organizational skills                                            | A/I/R         |
|                     | ESSENTIAL: Ability to multi-task                                                 | A/I/R         |
| Personal Attributes | ESSENTIAL: Ability to work well with others                                      | A/I/R         |
|                     | ESSENTIAL: Ability to work well under pressure                                   | A/I/R         |
|                     | ESSENTIAL: Ability to cope with change, to be flexible and cope with uncertainty | A/I           |
|                     | ESSENTIAL: Deal with last minute requests                                        | A/I           |
|                     | ESSENTIAL: A positive approach to problem solving                                | A/I           |
|                     | ESSENTIAL: Ability to maintain confidentiality at all times                      | A/I           |

\* A – Application form; R – Reference; I – Interview; C – Certificates

Eckington School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Application forms and all supporting information can be downloaded from the Academy website: [www.eckington.net](http://www.eckington.net)

Completed applications should be returned either by post to: Mrs Sarah Swan, School Business Manager, Eckington School, Dronfield Rd, Eckington, Sheffield S21 4GN or by email to [admin@eckington.derbyshire.sch.uk](mailto:admin@eckington.derbyshire.sch.uk)

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

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