

Role	Grade	Location	Reports to
Exams and Assessment Manager	Grade 6	MEA Central	Vice Principal

Main purpose of the job:

- To be responsible for all aspects of the organisation of internal and external examinations, including the recruitment, training and deployment of invigilators and the security of examination papers, in line with JCQ requirements; and the effective distribution of certificates.
- To further develop expertise in the software used by schools for examination entries and assessment.

Key relationships:

All members of staff (Teaching, Safeguarding team, Pastoral team, SENCO, SLT) students, parents, and external exam boards.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

- To prepare school and student examination timetables for internal and external examinations.
- To produce examination invigilation lists as required.
- To be responsible for the registration of pupil external examination entries with the examination boards, ensuring that every student is entered for every examination with Special Consideration arrangements applied for as appropriate.
- To be responsible for the collation, analysis and distribution of all external examination results.
- To be responsible for the recruitment, co-ordination, training and deployment of exam invigilators as part of the agreed system for the school.
- To be responsible for an agreed budget.
- To update policies pertaining to examinations.
- To be responsible in ensuring key staff are updated on changes to JCQ rules and regulations.
- Assist with the development of appropriate reports, school profiles and other sources of information on performance for the school.
- Assist the Senior Leadership Team, to develop appropriate performance targets for the school as required.
- To develop plans/strategies for future implementation
- Co-ordinate and oversee the gathering of relevant data for the OFSTED and other external inspections.
- To assist the Senior Leadership Team to organise examination presentation events.
- To organise and collate all the examination information for the 'Results Days'.
- Be responsible for the accuracy, confidentiality and security of data produced by self and other people.
- To be responsible for the creation and maintenance of appropriate data collection structures for staff.
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To undertake personal development to improve own practice
- To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.

- To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- To liaise with and support the SENCo and ensure data consistency within the system.
- To work with teaching staff to ensure accuracy of examinations data.
- To prepare and deliver training to staff regarding examinations matters.
- To deputise for the Data Manager and other members of the Data team, as required.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Numeracy/literacy skills (at a level equivalent to NQF Level 2)	D	Application
Knowledge and Experience		
Knowledge and understanding of the external examination systems.	E	Application / Interview
Knowledge and understanding of the school's Assessment Recording and Reporting policy and the associated software.	E	Application / Interview
Demonstrable ability to operate various software packages and information technology systems.	E	Application / Interview
Experience of effectively managing a budget and collating financial data	E	Application / Interview
Good keyboard skills and the ability to operate information technology equipment.	E	Application / Interview
Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public .	E	Application / Interview
Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.	E	Application / Interview
Ability to work on own initiative and plan own workload.	E	Application / Interview
Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences.	E	Application / Interview
Experience of developing plans and strategies for future implementation.	E	Application / Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.