

# South Dartmoor Community College and the Atrium

## Job Description



<b>Job Title:</b>	Exams Officer
<b>Location:</b>	Across the Trust based at South Dartmoor Community College and the Atrium
<b>Grade:</b>	Dependent of experience. NJC Grade E, Scale point 16-22 (£24,012-£27,041 pro rata)
<b>Hours:</b>	37 hours a week, 40 weeks per year
<b>Reports to:</b>	Assistant Head teacher
<b>Responsible for:</b>	Oversight and supervision of Invigilators

### Job Purpose

The post holder will lead the administration of the examination service of South Dartmoor Community College.

They will be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards. Providing a comprehensive administrative and clerical support across a variety of tasks and functions.

### Duties and Responsibilities

1. Responsible for the overall smooth running of internal and external examinations, including undertaking all related administration and preparation.
2. Collect, prepare, and submit all pupil examination entries in an accurately and timely manner.
3. Communicate regularly with all stakeholders – including parents, invigilators and College staff.
4. Disseminate examination information to all relevant parties, including exam and invigilation timetables, guidelines and results.
5. Securely store and send completed examination papers to external examination boards.
6. Maintain accurate records in school information management systems and other software as appropriate. To maintain designated databases / files in accordance with Trust policies for data governance.
7. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
8. Oversee and supervise a team of invigilators, including training and ensuring up-to-date information is provided to them, such as timetables and guidance documents.
9. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
10. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere. Working alongside the SEND team to achieve this.
11. Provide data, analysis, and summary reports on examination entries and results for use at management meetings and give proposals for service development as appropriate for the role.
12. Use a range of Microsoft Office and specialist software to create a variety of electronic documents and presentations. Ensuring these comply with College presentation guidelines.
13. Complete financial transactions in line with college policies.
14. Handle confidential and often sensitive information carefully, thoughtfully in line with college policies and statutory requirements.
15. Deal with incoming and out-going post, emails, photocopying and filling. Dealing with a range of potentially complex enquiries regarding examinations.

### General:

1. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
2. Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
3. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
4. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility.

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