



Job Title:	Examinations Officer
Location:	Royal Greenwich Trust School
Responsible to:	Assistant Headteacher
Full/part time:	Full time Maternity Cover
Grade:	Scale 6 £30,170 - £31,115 prorated

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest caliber of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence.

A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

Main purpose of this role:

The role of Examinations Officer at RGTS is key to be responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies. To lead on the implementation of access arrangements for the examinations ensuring the school achieves a positive climate for learning where every young person can succeed, feel safe and possess a sense of belonging within our learning community.

This dynamic role requires an individual who is prepared to adapt to the context of the school and, most importantly, the needs of young people. Consequently, regular reviews through line management may result in some changes in the main duties associated with this post.

The post has a significant whole school impact with responsibilities that are directly related to student outcomes. The post requires stringent adherence to JCQ policies. Possible consequences include the withdrawal of student results from across the centre. The post holder must apply a high level of detail to their work and be able to work under high pressure situations.

SPECIFIC RESPONSIBILITIES

Responsible for:

- Implementing the school's examinations system through effective procedures both working autonomously and under the direction of the Director of Learning for Systems and Procedures or Senior Leadership Team.
- Leading and managing the daily running of internal and external examinations.
- Ensuring the safe receipt/custody/security and organisation of examination stationery and materials, including question papers, in accordance with examination (JCQ) regulations.
- Leading and ensuring the safe storage of pupil personal data within the school and external systems with respect to exams access arrangements.
- Overseeing the secure collection and dispatching of worked scripts in accordance with the JCQ regulations.
- Overseeing the team of invigilators and their deployment during exams.
- Briefing invigilators regarding the requirements and expectations of their role
- Ensuring the team of invigilators have received guidance on the school's safeguarding processes and have appropriate lanyards
- Taking lead decisions on the deployment of invigilators in the event of any issues with coverage.
- Taking lead decisions with regard to examination practices and regulations during the internal and external examinations.
- Leading on the schools access arrangements including reviewing and updating the school's access arrangements policy as required.
- Working with the SEND team to ensure that the access arrangements are completed appropriately and in accordance with the school's policy.
- Leading on the safe storage of pupil personal data with respect to access arrangements.
- Organising the examinations rooms in accordance with JCQ regulations.
- Administering the Centre timetable including dates, times, venues and number of candidates for the Senior Leadership Team, including details of access arrangements, such as rooming's and staffing.

- Administering the strategy for examination clashes in accordance with regulations.
- Briefing candidates on examination regulations using the written guidelines for staff and students; ensuring candidates are aware of their own examination timetables as and when required.
- Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
- Liaising with Heads of Faculties regarding details of entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Co-ordinating and managing the logistics of the examinations aspect of results days.
- Leading on enquiries regarding results and requests for return of scripts, for staff and students.
- Ensuring comprehensive procedure notes are compiled for key tasks.
- Supporting with whole school events as needed relating to examinations
- Co-ordinating resources, e.g. English stock for exams, sound system for MFL etc.
- Ensuring the exam/assessment policies are used appropriately

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional requirements:

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment,

recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.

- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

JOB AGREEMENT

The postholder will be line managed and appraisal managed by: Deputy Headteacher in conjunction with a designated member of the Senior Leadership Team.

The above job description was agreed on.....(date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

Signed by (Postholder) Date.....

Signed by (Headteacher)..... Date.....

PERSON SPECIFICATION

	Essential
Qualifications	<ul style="list-style-type: none"> • GCSE at grade 4+ (A* - C) in English and Mathematics or equivalent • Evidence of further study and qualifications beyond the age of 16
Experience	<ul style="list-style-type: none"> • Significant experience of working in the Education sector • A proven track record of competency and accuracy in the use of ICT systems and packages. • Extensive experience of creating, maintaining and analyzing computerized databases e. g. Excel; Access • Proven administration experience • Ability to carry out instructions and work with minimum supervision and equally to work under pressure • Ability to communicate well in writing and face to face with all stakeholders • Experience of working in a confidential environment. • Experience of administration at a high level • Experience of working in a secondary school or post-16 environment.
Characteristics/ Attributes	<ul style="list-style-type: none"> • Highly developed organisational skills • Sound time management skills, including ability to determine priorities and deal with conflicting deadlines. • Ability to work under pressure in the School environment • Ability to maintain effective and accurate records. • Ability to work independently and take initiative when appropriate. • A clear understanding of the necessity for maintaining strict confidentiality, where appropriate • Ability to pay close attention to detail • Ability to produce and collate reports and publication materials • Ability to inspect and monitor reports, minutes and to take actions to remedy any problems identified • An understanding of numerical data • Excellent interpersonal and communication skills (both oral and written) • Ability to deal with staff, pupils, parents and outside agencies, including the ability to promote the image of the School. • Ability to work constructively as part of a team, understanding school roles and responsibilities and the post holders' position within these • An understanding of the necessity for maintaining strict confidentiality, where appropriate.