



# Batley Multi Academy Trust

Batley Girls' High School  
Upper Batley High School  
Healey Junior, Infant and Nursery School  
Field Lane Junior, Infant and Nursery School  
Batley Grammar School

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Ensuring Exceptional Educational Outcomes For All



BATLEY GIRLS'  
HIGH SCHOOL  
VISUAL ARTS COLLEGE

<b>Job Title: Exams Officer</b>	<b>Grade: 6 (£20,092 - £21,748)</b>
<b>Department: Administration</b>	<b>Accountable to: Data Officer</b>
<b>Contractual Terms: 30 hours per week (Term time plus 1 week) - working hours flexible around examination periods</b>	<b>Responsible for: N/A</b>

### Overall Purpose of the Job:

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies<sup>1</sup>) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

### Key Duties and Responsibilities:

#### Before examinations

##### Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)

<sup>1</sup>JCQ<sup>CIC</sup> is a membership organisation comprising the eight largest national awarding bodies offering qualifications in the UK. The JCQ is a not for profit Community Interest Company, limited by guarantee. It is funded by its members.

Members are: **AQA** (AQA Education Ltd), **CCEA** (Northern Ireland Council for Curriculum, Examinations and Assessment), **City & Guilds**, **NCFE**, **OCR** (Oxford Cambridge and RSA Examinations), **Pearson**, **SQA** (Scottish Qualifications Authority), **WJEC**

- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Support the Special Educational Needs Coordinator (SENCO) in implementing examination access arrangements or reasonable adjustments for eligible candidates (e.g. processing approval applications and requesting modified papers by the published deadlines).
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations

#### Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

#### Pre-exams

- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCO) in implementing examination access arrangements or reasonable adjustments for eligible candidates.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

#### **During examinations**

##### Exam time

- Ensure all exam accommodation is prepared in accordance with the requirements
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

#### **After examinations**

##### Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

**Other duties:**

- Undertake training, update or review sessions as required
- Able to lead, recruit, train and manage a team of invigilators. A working knowledge of Sling would be beneficial
- Deal with any student (past or present) enquiries regarding results, exam entries or historic certificate requests
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:
  - the preparation for and conduct of internal examinations under external examination conditions
  - other exams-related administrative tasks
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- Where necessary, undertake other duties appropriate to the grade, to assist and support with the day to day running of the school and its activities, such as general office duties, data processing and facilitating school events.

As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

All staff: Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
<b>Qualifications:</b>	The role requires a minimum of 5 GCSEs Graded 4-9 (A-C), or equivalent, including Maths and English	E	A
<b>Experience:</b>	Considerable experience of exam entries, exam policies and procedures.  Experience of working in a busy office environment.  Experience of word processing, spreadsheets, databases, Powerpoint and other computer based systems.  Experience of working within an educational/multi agency setting.		
<b>Knowledge and Statutory Requirements:</b>	The post holder requires specialist theoretical knowledge of Trust's Policies, processes and procedures  The post holder requires knowledge of Exam regulations and will be accountable for specific statutory legislation, including knowledge of the requirements in connection to the role.  The post holder will have a practical level of knowledge of GDPR and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.  Knowledge of email, internet and intranet.  Knowledge and interest in Secondary Education		

<b>Planning, Organisation and Mental Challenge:</b>	The role requires creative or judgmental skills, where there is some need to interpret information or situations and to solve varied problems or develop solutions or plans over a short term		
<b>Empathy &amp; Social Intelligence:</b>	The role requires some understanding of the needs, beliefs and desires of others		
<b>Interpersonal &amp; Communication:</b>	<p>The role involves exercising interpersonal skills in order to meet the needs of others. The role involves exercising advisory and guiding skills.</p> <p>The post holder requires good communication and interpersonal skills to relate to people at all levels within the Trust, and be able to liaise with external agencies</p> <p>Ability to remain calm under pressure</p> <p>Confident and enthusiastic.</p>		
<b>Physical Skills and Demands:</b>	The postholder must have good keyboard skills, including dexterity and coordination as there will be some demands for both precision and speed		
<b>Initiative &amp; Independence:</b>	The role involved working within recognised procedures, which have some room for initiative. The work may involve responding independently to unexpected problems and situations. The post holder generally has access to a line manager for advice and guidance on usual or difficult problems		
<b>Emotional Challenge and Resilience:</b>	The role involves contact with individuals who, through their circumstances or behaviour, could occasionally place emotional challenges on the role and some emotional resilience will be required		
<b>Philosophy and Commitment:</b>	<p>An interest in educational issues.</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.</p> <p>A personal commitment to lifelong learning and continuous professional development.</p> <p>Commitment to high standards, best value and continuous improvement.</p> <p>A 'can-do' approach and positive attitude to innovation and change.</p>		
<b>Personal Qualities:</b>	<p>Ability to contribute to effective team working.</p> <p>Effective time management.</p>		

	Ability to work confidentially and with discretion.		
	Excellent organisational skills.		

**Responsibilities for Resources:**

**Line Management Responsibilities:** No line management responsibilities

**Financial Responsibilities:** The role involves no direct responsibility for financial resources

**Physical Resources:** The role has some direct responsibility for physical resources including handling and processing information which can be confidential or sensitive

**Responsibility for student outcomes:** The role has limited direct impact on the education outcomes of students

**Responsibility for People:** The role involves some direct impact on the wellbeing of students, or groups of people

**Responsibility for Policy Development:** The post holder will have no direct responsibility for policy development within the Trust, other than contributing in policy consultation.

**Working Conditions:** The post holder works in an office environment and can have minimal exposure to people issues throughout working day.

**Main Contacts:** The post holder must always project a professional image when dealing directly with colleagues, governors, parents/carers and external bodies.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** December 2021

**Signature of Post holder:** ..... **Date:**  
 .....

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.**