

Exams Officer - Job Description

Title Exams Officer

Accountable to Bursar

Responsible to Assistant Head

Job Purpose:

This post plays a pivotal role leading the school's examinations and assessments including all aspects of the school's MIS (Edgen) relating to academic data and reporting.

Job Summary and Key Tasks:

1. Be responsible for entries, administration, organisational running, storing, remark applications, appeals and script requests for public and internal examinations, NEAs and internal assessments (including CAT tests) including for students with access arrangements and where necessary external candidates.
2. Manage the team of invigilators, including all required recruitment & training and ensuring venues are booked and set up as required, including for students with access arrangements (lap tops, insulin pens, rest breaks etc.).
3. Oversee the downloading, checking and distribution of results, certificates and parental liaison in particular with scripts, appeals, remarks and resit requests etc.
4. Attend examination officer briefings and maintain up to date knowledge of all relevant JCQ examination policies and guidelines. Disseminate up to date information about public exams and be available to advise staff, parents and students accordingly.
5. Oversee and administer university entrance tests as required.
6. Support JCQ inspections and ensure the school complies with all guidance.
7. Support HODs with the uploading of NEA and other exam related materials.

Essential Skills and Qualifications:

- Excellent ICT and organisational skills
- Excellent communication and interpersonal skills
- Experience of working successfully with a diverse range of people
- Ability to manage and prioritise own workload with initiative and flexibility
- Strong organisational, problem-solving and evaluative skills
- Ability to work effectively under pressure and to tight deadlines
- Use and maintenance of manual and computerised record keeping systems

Desirable: Previous education experience

Essential Personal Attributes:

- Ability to learn new systems quickly
- Ability to work under pressure whilst maintaining efficiency and accuracy
- Ability and willingness to be flexible on working hours according to need:
 - **Note during exams you will be required to be on site 07:30 – 17:00**
- Willingness to work as member of a team
- An understanding of the importance of confidentiality

Terms and Conditions

- Salary: £27,152 to £28,751 full time equivalent
- Hours: 37 hours a week, Monday to Friday, excluding lunch breaks. Hours are flexible depending on the needs of the examination department but during exams early starts are essential.
- The position is term time only, plus Insets, plus 5 weeks including in the summer from the start of A level results week until the first Inset day.
- An entitlement to join the Kent County Council Local Government Pension Scheme is applicable.
- A six-month probationary period is applicable.
- Occupational health clearance

Closing date: TBC

Interviews to be held shortly after

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities. A copy of our recruitment policy is available on request.