

Exams Officer

The Exams Officer is central to the planning, organisation, and integrity of the examination process. This role involves the accurate and efficient administration of all internal and external examinations, ensuring full compliance with regulatory standards and providing a supportive environment for students to achieve their best. The Exams Officer plays a vital role in maintaining the credibility of academic assessments and contributing to the overall success of our students.

Core Purpose

The Exams Officer is pivotal in strategically leading and managing the academy's examination function. This role involves the accurate and efficient administration of all internal and external examinations, ensuring full compliance with regulatory standards and providing a supportive environment for students to achieve their best.

Key Areas of Responsibility

1. Examination Planning and Administration

- Coordinate and administer all aspects of the examination lifecycle, including planning, scheduling, and delivery of both external and internal examinations.
- Manage the entry of students for examinations, utilising electronic data interchange where possible, and maintaining secure manual backup systems.
- Liaise with Exams Managers/Officers across Leigh Academies Trust to ensure seamless coordination of entries and results for students attending multiple centers.
- Collaborate with the Academy Leadership Team to align examination practices with the academy's goals and objectives.
- Oversee the preparation of examination venues, including the setup of rooms, arrangement of seating plans, and distribution of materials, in accordance with JCQ guidelines.
- Produce and disseminate examination timetables to students, staff, and parents, and advise the Academy Leadership Team on timetable clashes to ensure appropriate arrangements are in place.
- Recruit, train, and manage a team of invigilators, ensuring compliance with examination board regulations and providing clear guidance and support.
- Supervise the starting and finishing of all examinations, both public and internal, maintaining accurate records and addressing any issues that may arise.

- Ensure the secure storage and handling of examination papers and materials, adhering strictly to examination board protocols to maintain the integrity of the examination process.
- Manage the application process for access arrangements for students with additional educational needs (AEN), liaising with the AEN Department to determine appropriate support and resources.
- Download, process, and distribute examination results using Electronic Data Interchange (EDI), and produce detailed result statements for students.
- Be present in the academy on results days to provide support and guidance to students and address any queries or appeals.
- Manage the process for dealing with appeals and the return of examination papers, ensuring all procedures are followed accurately and efficiently.
- Check and collate examination certificates, ensuring timely distribution to relevant staff and maintaining accurate records.
- Liaise with the Data Team to ensure accurate dissemination of examination results and effective utilisation of data management systems.
- Develop and present an annual report on the effectiveness of examination arrangements, identifying areas for improvement and recommending best practices.
- Serve as the academy's primary point of contact with examination boards, fostering strong working relationships and ensuring effective communication.
- Maintain comprehensive records of all examination-related activities, ensuring accuracy, completeness, and compliance with regulatory requirements.
- Manage the academy's Management Information System (MIS) with all relevant examinations data and information, ensuring data integrity and accessibility.
- Provide regular updates on examination-related matters to the Principal and other relevant staff members.
- Organise and facilitate meetings and training sessions for staff involved in the examination process, ensuring they are fully informed of their roles and responsibilities.
- Monitor and evaluate the effectiveness of examination procedures, identifying areas for improvement and implementing changes as necessary.
- Keep up-to-date with the latest developments and changes in examination regulations and best practices, and disseminate this information to relevant staff.
- Manage the budget for examinations, ensuring resources are allocated effectively and efficiently.

2. Strategic Examination Management

- Provide the Principal and Finance Manager with accurate estimates of examination fees at the beginning of each academic year.
- Process applications to new examination boards when required, ensuring a smooth transition and minimal disruption to the examination schedule.
- Liaise with examinations colleagues in the consortium and other schools regarding students taught at multiple centers, ensuring the accurate and timely exchange of relevant data.
- Work closely with colleagues across Leigh Academies Trust and external partners to enhance examination practices and share best practices.

- Train relevant staff on the effective use of systems, assessment procedures, and examination protocols.
- Ensure that all key examination dates and information are communicated clearly and promptly through the weekly update and school calendar.
- Review the qualifications offered at the academy, making recommendations for updates and improvements as appropriate.



Person Specification – Exams Officer

This section outlines the essential and desirable attributes for the Exams Officer role:

Qualifications and Training

Essential:

- Educated to GCSE level standard or equivalent (English and Maths A*-C grade or equivalent).

Desirable:

- Additional qualification in examination administration or a related field.
- Relevant professional certifications (e.g., from JCQ or other examination bodies).
- Evidence of continuous professional development related to examination management.

Knowledge and Understanding

Essential:

- Thorough working knowledge of examination procedures and regulations.
- Comprehensive understanding of the Joint Council for Qualifications (JCQ) policies and guidelines.
- Understanding of the needs of students with Special Educational Needs (SEN) and access arrangements.
- Familiarity with data protection regulations (GDPR) and their application in the context of examinations.

Desirable:

- Knowledge of relevant software and MIS systems used in examinations management.
- Understanding of data analysis and reporting techniques.
- Knowledge of quality assurance processes in relation to examinations.
- Understanding of the broader educational assessment landscape.

Experience

Essential:

- Significant experience of administrative work, including data entry, record-keeping, and the management of confidential information.
- Proven experience of producing and managing complex timetables.
- Experience of using Google Suite.

- Experience of communicating effectively with a wide range of stakeholders, including staff, students, parents, and external organisations.

Desirable:

- Substantial experience in an examinations role within an educational setting.
- Experience of managing and training invigilators.
- Experience of analysing data and producing detailed reports.
- Experience of managing budgets and resources.
- Experience of leading and implementing changes to systems and processes.

Skills and Abilities

Essential:

- Exceptional organisational and time management skills, with the ability to prioritise tasks, manage multiple projects, and meet deadlines in a fast-paced environment.
- Meticulous attention to detail and a high degree of accuracy in all work.
- Strong communication (written and verbal) and interpersonal skills, with the ability to convey complex information clearly and concisely to diverse audiences.
- Ability to work calmly and effectively under pressure, particularly during peak examination periods.
- Ability to maintain strict confidentiality and handle sensitive information with discretion and professionalism.
- Ability to work both independently and collaboratively as part of a team, fostering a positive and supportive working environment.
- Proactive approach to problem-solving, with the ability to identify issues, develop solutions, and implement improvements.
- Commitment to ensuring equal access and opportunities for all students, with a focus on providing a fair and equitable examination experience.
- Excellent IT skills, including proficiency in the use of relevant software and databases.

Desirable:

- Ability to train and support other staff in examination procedures and best practices.
- Skill in conflict resolution and mediation.
- Ability to develop and deliver training to staff and students.
- Familiarity with data visualisation tools and techniques.
- Ability to contribute to strategic planning and decision-making.

Personal Qualities

The Exams Officer will demonstrate **exceptional organisational** and **administrative skills**, with a **meticulous approach to detail** and a commitment to accuracy. **Excellent communication** and **interpersonal skills** are essential, enabling them to build positive relationships with students, staff, parents, and external stakeholders. The Exams Officer will be able to work **calmly under pressure**, particularly during busy examination periods, maintaining a **professional** and **composed manner** at all times. They will be **proactive** in identifying and **solving problems**, with a focus on continuous improvement and best practice. A commitment to maintaining confidentiality, **upholding the highest standards of integrity**, and ensuring a fair and equitable examination process for all students is paramount. They will be a **resilient, resourceful**, and **adaptable** individual, dedicated to fostering a supportive and inclusive environment and promoting a culture of academic excellence.

Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

