
Exams Officer

Department/Section: Exams

37 hours per week / Term Time Only + 1 week (to include Results Days) / Permanent

Grade 7, Point 13-17 £14.60-£15.58 per hour (Actual annual salary range £24,502-£26,152), depending on experience.

Closing Date: Friday 22nd November 2024 – The Trust reserves the right to close the advert early if we receive a high number of applications, therefore, an early application is advised.

We are looking to appoint a new member of our Trust Examinations Officer Team working across both Wallingford School and Aylesbury UTC. We are open to exploring both full-time and part-time models of working and the successful candidate will be part of a supportive team of three colleagues. Working flexibly across the two sites, the post would suit someone located in the Aylesbury area. Some travel would be required and appropriate travel expenses paid.

Main Purpose and Object:

- The primary role of the Exams Officer is to facilitate exams administration within the school.
- Successful candidates will have strong organisational skills, an attention to detail and the ability to work under pressure. They will be expected to work effectively independently but also as part of a team within a flat leadership structure. Excellent communication skills and confidence in dealing with staff, students and families are essential. They will be expected to work on results days, and during parts of the summer through arrangement, to support with processing results, results analysis and handling enquiries.

Specific Duties:

Operational

- Administer, organise, (supported by the Exams Calendar document), and ensure the smooth running of public and internal examinations, including practical exams.
- Creating exam seasons, working with the Data and Information Officer to ensure base data is downloaded, create candidate ID's and make EDI entries on Examination Organiser programme.
- Make examination entries for external exams to the Examination Boards for public exams, GCSE, AS and A Level.
- Preparation of online mark sheets.
- Checking accuracy of pupil entries against departments' requests.
- Distributing information about public examinations to staff, pupils and their parents; including JCQ notices, statements of entry, individual examination timetables and seating plans.
- Responsible for unpacking, checking, recording and storing examination papers securely as they arrive.

- Being responsible for examination stationery, materials, rooms, signage and invigilators.
- Responsible for the recruitment, training and deployment of invigilators.
- Complete attendance register at all exams.
- Recording and distributing coursework forms to departments and monitor their returns.
- Assisting in the sending of coursework forms and samples to the Examination Boards and moderators
- Distribute returned coursework to departments.
- Responsible for despatch of examination papers to examiners.
- Monitor examination costs
- Making requests for post results services and distribute documentation to departments or students when results are published.
- Maintain internal records following an Enquiry about Results service.
- Distribute examination results
- Responsible for checking, storing and distribution of certificates.
- Receive and make enquiries, sourcing information as required
- Be flexible on working hours during exams; at different times there will be increased workloads with support needing to be provided accordingly. This will include early starts (7:30am) on examination days and flexibility with hours

General

- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- Ensure that health and safety legislation is adhered to, that operating procedures are monitored to ensure best practice and that personal protective equipment is used where appropriate.
- Keep abreast of developments and changes in fields relevant to role and communicate to staff as required.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos / work aims of the School
- Attend and participate in regular meetings and school events as required
- Participate in training and other learning activities and performance development as required
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> .
<http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

General Points

You will be able to contribute to the Local Government Superannuation Scheme.
 Applicants should be aware that the School operates a non-smoking policy.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, references and DBS clearance and also The Asylum and Immigration Act ID checks.

To Apply

Application forms can be found on the school website www.wallingfordschool.com or email recruit@wallingfordschool.com for further information

We look forward to your application.