

<ul style="list-style-type: none"> ✦ Strong organisational and time-management skills and ability to work under pressure. ✦ Adaptable and energetic. ✦ Resilience and optimism to lead through day-to-day challenges in a busy school environment. ✦ The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>		
<p>Other:</p> <ul style="list-style-type: none"> ✦ This post is subject to an enhanced DBS disclosure. ✦ The post holder must be committed to safeguarding the welfare of children. 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>		<p style="text-align: center;">Interview</p>



Exams Co-ordinator

Job Description: Exams Co-ordinator

Line Manager:	Assistant Head Teacher
Posts directly supervised:	N/A
Main Purpose of Role:	To secure excellent achievement and progress of all students through the delivery of a first class operation for the management and delivery of all aspects of school Examinations.
Conditions of Service:	Reference should be made to the TDA publication National Occupational Standards for Support Staff.
Grade and Salary	Scale 5 Point 22 FTE £22,655 (hourly rate £13.36 per hour rising to £13.96 per hour in April 2019)

Generic Whole School Accountabilities

Achievement and Progress :

- Ensure all students, including those with SEND, make at least good progress across all of the key stages by supporting students in accessing learning activities by providing accurate and relevant information to the teaching staff, the Leadership Team and the Governing Board.
- Ensure variations between the progress made by different groups of students or any areas of underachievement is addressed and the achievement gap is narrowed significantly by providing staff with information they require to both challenge and support the leaders of the school.

Teaching and Learning:

- Promote consistently high expectations of all students and apply whole school policies.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.

Behaviour and Safety:

- Develop and promote effective partnerships with Governors, parents, carers, other staff and students so they are highly positive about the school.
- Ensure student behaviour is managed by applying a systematic, consistent approach to behaviour management, in line with whole school policy.
- Take active steps to eradicate all forms of bullying under the guidance of teaching staff.
- Be aware of what constitutes an unsafe situation and know how to keep themselves and others safe.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.

Leadership and Management:

- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time by providing administrative support.
- Lead by example and demonstrate passion and ambition for the school.
- Show resilience and an ability to prioritise and delegate administrative tasks.

- Employ highly effective strategies to improve achievement and progress by: seeking out and modelling best practice, being open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.
- Take part in staff appraisal and absence management meetings.
- Work effectively and positively and with confidentiality with the governing board, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

Main Duties:

Data

- ✚ Administration of examination data.
- ✚ Maintain SIMS Assessment Manager, ensuring accurate provision of data to produce a range of management information for SLT and whole school.

Exams

- ✚ To liaise with staff, students, parents, governors, examination boards in all examinations related manners.
- ✚ To contribute to the development, documentation and maintenance of systems and procedures for the management of exams.
- ✚ To enable the school to comply with all the necessary regulations to ensure that candidates receive appropriate accreditation for their achievements.
- ✚ JCQ Adherence. Ensure school meets all regulations. Update key stakeholder currently of changes.
- ✚ Ensure HOD compliance with NEA Regulations.
- ✚ Conduct security/audit of storage of exam records.
- ✚ To ensure that entries, retakes, requests for remarks & scripts, and amendments are entered into SIMS and communicated to the relevant persons & bodies within the relevant timescales.
- ✚ Liaise and coordinate pupil arrangements and communications with HoD HoH etc.
- ✚ To operate within the agreed timetable to ensure that the school does not incur penalty fees for late entries.
- ✚ To produce and distribute examination timetables.
- ✚ To support the Assistant Head Teacher in the production annually of a budget for examination costs.
- ✚ To ensure that clashes, changes of time etc are efficiently and effectively administered and communicated.
- ✚ To brief pupils on examination procedures and conduct, and to produce and distribute guidance for staff, pupils & parents.
- ✚ To be aware of all the components to be examined, making suitable arrangements for rooming, seating and invigilation.
- ✚ To co-ordinate the recruitment and work of any examination support staff and invigilation staff, to plan and assist with their training and manage their induction.
- ✚ To organise day to day preparation of examination rooms ensuring furniture requirements, exam equipment and notices are in place (in liaison with the caretaking staff & subject leaders).
- ✚ To organise the receipt and secure storage at all times of examination papers, certificates, stationery and materials.
- ✚ To ensure all mail received and sent out is properly handled and recorded.
- ✚ To ensure all exam scripts, coursework and controlled assessment tasks are collected promptly by the courier (in liaison with the reception staff).
- ✚ To be responsible for all administrative procedures regarding students with special arrangements and

considerations, in conjunction with the SEN department.

- ✚ To ensure all non-examined assessment marks and predicted grades are recorded and communicated as appropriate.
- ✚ To oversee all arrangements for results days (including mock results day).
- ✚ To undertake an analysis of examination results when the centre is notified and to inform the head teacher as soon as administratively possible.
- ✚ To provide relevant statistics on examination entry and examination results to the head teacher, governors, LEA & DfE etc including an annual report to the governors.
- ✚ To source, check and provide DfE statistics, local, regional and national examination results and information for departments, SLT and governors.
- ✚ Meet with and brief Subject Leaders on changes to the examinations procedures.
- ✚ Organise & attend results days and any other result or examination events.

OTHER

- ✚ To attend staff briefings and meetings in accordance with the calendar.
- ✚ To participate in INSET (Professional Development Days) as required.
- ✚ To participate in Staff Appraisals and absence management meetings in line with school policy.

General responsibilities:

- ✚ As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.
- ✚ Contribute to the effective management of the school through the implementation of school policies, code of conduct.
- ✚ Attend meetings relevant to the post.
- ✚ Other duties as the Head may reasonable require.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: