

Job Description and Person Specification

Job Description

Job Title:	Examinations and Attendance Officer
Scale:	Grade 6 SCP 11-17 (£21,748 to £24,491) Pro Rata to working weeks.
Hours:	37 hours per week.
Contract type:	Permanent, Term Time + 10 days. 10 days to be agreed in advance with the line manager, as appropriate to the assessment/ examination calendar.
Location:	Wolsingham School
Responsible to:	SLT Link
Role Purpose:	<ul style="list-style-type: none"> To be responsible for managing the effective and efficient administration of internal and external examination in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for examination administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process. To support the administrative function of the school.
Generic responsibilities:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure. To model the values, ethos and vision of the Trust. Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person. Attend relevant meetings as required.
Exam responsibilities:	<ul style="list-style-type: none"> To process entries to examination boards, including estimates, updates, special arrangements and amendments. To manage the invigilators and provide annual training. To administer internal and external examinations and assessments. Responsibility for examination security, protocols, rooming, invigilation, timetables, special arrangements. To liaise with examination boards, parents and staff. To reconcile examination invoices against entries/ amendments before they are passed for payment and deal with any queries if necessary. To administer results and certificates. To submit re-marks and appeals, where necessary.
Attendance responsibilities:	<ul style="list-style-type: none"> To deal with responses from parents, amending registration marks and adding notes to lesson monitor to show reasons for absence. To check marks on lesson monitor and amend where necessary. To update the daily attendance data. To produce weekly attendance statistics showing relevant daily/weekly trends, plus attendance figures in an attendance chart for each tutor group and issue to tutors to display. To produce weekly attendance figures for each year group and tutor group. To collate and update general data and persistent absence figures and complete returns on a half termly basis for the SLT. To attend meetings with other school staff to discuss students with attendance problems. and identify students who should be referred to the local authority for court proceedings or penalty fines. To produce half termly accurate statistical evidence for penalty fines and court cases.

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Special Conditions:	<ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required. • The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. • To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy. • An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
<p><i>The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post. Specific administrative responsibilities (such as personnel, attendance, data) will be confirmed with the post-holder.</i></p>	

Person Specification

Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 3 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
Experience	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).	*	
	Working within a school/ MAT.		*
Qualities & Values	Ability to assume full responsibility for the efficient day to day functioning of the Exams Officer role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMSs, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to, occasionally, attend evening meetings.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.