



Job Description

JOB TITLE	Exams and Admissions Officer
JOB FAMILY	Office Admin
PHASE	Secondary
HOURS	40 hours a week, 41 weeks per year
REPORTING TO	Vice Principal
RESPONSIBLE FOR	Exam Invigilators

Job Purpose

- To ensure that the school's ethos of teaching and learning is achieved by systematic assessment leading to achievement at examination level.
- To ensure that all examinations throughout the school, internal and external, are well planned, scheduled and executed.
- To ensure that the school's information management systems are up to date and available at all times to produce the required information when needed.
- To undertake all administrative tasks associated with admissions – providing an effective and efficient services to the school and prospective parents.

Duties and Responsibilities

- To prepare and manage the running of all the examinations in the college (internal and public examinations).
- Efficiently and effectively manage all aspects of the administration and entry of public and mock examinations at all levels including GCSE, BTEC, Advanced level and vocational courses for all candidates. This will require the development of electronic process to liaise with appropriate examination boards. During the mock season the Exams Officer will set-up the mocks exams in liaison with the Data Manager, Heads of Department and Senior Leaders as appropriate.
- Collect estimated entries and confirm final entries.
- Input examination entries, onto the College's computerised central management information system.
- To upload and download appropriate data and exam entry and results.
- To take responsibility for entering students for external examinations at Key Stage 3, 4 and 5.
- To make arrangements for examinations and results.
- To ensure that adequate security and storage of students' exam papers, records and results.



- Co-ordinate examination dates with the school calendar and ensure that the Site Team and other appropriate colleagues are notified.
- Administer and manage, with teaching colleagues, the mock examinations.
- To oversee invigilation for examinations and communication with the Cover Manager.
- Assist with the recruitment interviews and oversee allocation of external invigilators used for public examinations.
- Financial responsibilities - some responsibility for Examinations Budget, in liaison the Data Manager and Business Manager, keeping accurate records of exam entry costs and other relevant financial issues.
- As per the NJC best practice guidelines the SENCO will lead / enter all special consideration forms across all curriculum areas liaising with parents, Heads of department, tutors and other appropriate persons.
- Responsible for all aspects of access arrangements for students i.e. rooming, laptops, printing of examination scripts etc.
- Make arrangements for students with examination 'clashes' in line with Examination Board regulations.
- Responsible for the safe storage of all examination papers and scripts.
- Liaise with the appropriate staff regarding rooming, furniture and other requirements for examinations and prepare those areas for examination purposes, in line with Examination Board regulations.
- Responsible for the organisation of examination papers and materials.
- Responsible for checking and collating completed examination papers against attendance registers and for tracing and recovering any missing papers.
- Responsible for the postage of completed examination papers, in accordance with Examination Board regulations.
- Responsible for the receipt and circulation of examination results.
- Assist the Data Manager with the analysis of examination results on exams results day(s) / assist with any required admin.
- Responsible for the invoicing as supported by the Data Manager and SLT. Follow up and collection of substantial amounts of examination fees from pupils and receipting of same, in respect of enquiries on results and examination re-sits.
- Advise students on completion of enquiries on results application forms and notify them of deadlines etc.
- Keep up-to-date with current training issues and provide initial access, training and support to colleagues, as required, in understanding and using the system.
- Attend meetings with colleagues and others, as necessary, to ensure uniformity and the comprehensive implementation and provision of the examinations system across the school.
- Undertake any other duties consistent with the basic objectives and/or duties of the examinations process.
- Undertake all administrative tasks associated with admissions – liaising with the Principal to ensure they are kept appropriately informed of the progress of admissions applications.



- To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents/carers and policies referring more complex enquires to the Principal.
- To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.
- To issue routine correspondence and information packs to parents regarding admissions in accordance with school procedure.
- To arrange admissions meetings for new parents with Heads of Year.
- To create and maintain accurate pupil records and school roll information on Arbor – including preparing registers, form lists, emergency contact lists.
- To liaise with feeder schools to obtain information relating to new pupils, sharing information relating to new pupils with staff and other agencies as required.
- To liaise with destination schools regarding the appropriate handover of information to the new school.
- To collate admissions data producing routine reports and prepare statistical returns regarding admissions.
- To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents/carers and policies referring more complex enquires to the Principal.
- Provide first aid and appropriate immediate care to students in accordance with college policies and procedures

Working with colleagues and other relevant professionals

- Ensure that the Senior leadership team and Heads of Department are aware of their key responsibilities in relation to examinations, providing guidance and support when necessary.
- Keep staff informed of changes to specifications, training events and deadlines and have an awareness of post 16 learning aims.
- The Exams Officer is to assist the SENCO with the process making sure requirements are put in place.
- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- To undertake routine liaison with LA, external teams and other schools regarding admissions and leavers.
- To work with colleagues to achieve school objectives and targets



Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility at Brixham College

To liaise with the Vice Principal over the organisation of the presentation of certificates and exam results ensuring all certificates have arrived; collating certificates for presentation and making efficient arrangements for distribution of certificates



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Brixham College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Exams Officer

Name:

Signed:

Date