



Reports To: Principal

Why	<p>Job Summary</p> <ul style="list-style-type: none"> To assist the Principal and Senior Deputy Principal in their examinations requirements
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What	<p>Main Responsibilities</p> <p><u>Examinations</u></p> <ul style="list-style-type: none"> Liaise with Examination Boards regarding timetables and requirements for examinations. Undertake as required the arrangements for internal examinations. Develop systems to collect data for examination entries from relevant teaching staff. Compilation of student entries into relevant Examination Boards where appropriate. Ensure deadlines are met for submission of entries and coursework. Arrange for safe storage of all examination materials. Prepare and distribute examination timetables (individual and complete) to students and staff. Prepare Examination seating plans. Make arrangements to ensure Examination Board regulations are adhered to. Manage and arrange invigilators in line with examination requirements and undertake invigilation where necessary. Ensure all relevant copies of regulations/timetable/seating plans are posted outside examination halls each day. Ensure all relevant examination papers are collected and returned to Exams Officer by chief invigilator immediately following completion of examination. Check and collate scripts following each external examination and arrange packaging/posting to Examination Boards. Ensure that a register of absentee students is lodged with Admin to enable contact with student. Check accuracy of all charges for external examinations. Arrange as necessary for the receipt and distribution of results and certificates. To ensure consistent communication with all relevant staff, both teaching and non-teaching where necessary, with reference to the duties of this post To ensure necessary arrangements are made to allow assessments to be completed for all year groups as per academy calendar To plan for examination seasons To ensure examination papers are dispatched to the exam boards/examiners as required of exams To be responsible for the receipt and distribution of exam certificates when they arrive To ensure coursework is received and sent to the moderators To deal with any pupil issues on exam days (such as sickness; lateness etc) Update the school website and social media re exams and support for students To assist the Data Manager, Sims Administrator and the Admin team where required. Any other duties deemed appropriate to grade and skills
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How	Competencies	Personal Attributes (level expected when job is conducted to the required standard)
	<i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Supports others to apply the Trust's ethos
		Participates in Health & Safety working teams
		Encourage individual and collective responsibility
		Participate in a whole academy initiative
	Disciplined, tenacious and pragmatic	

<p>Development Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</p>	Take responsibility for cascading to the team up to date knowledge and information about a particular areas
	Embedding practice ensures highly effective professional contribution across the academy
	Give and receive effective feedback and act to improve personal performance
<p>Leading Providing direction to ensure that the resources are available to achieve results in the most effective way.</p>	Has a basic understanding of supervision / managerial and business principles
	Consults widely and may provide direction to achieve results
	Encourages openness and honesty
	Does not apportion blame
	Understands the impact and implications of projects/activities on own or others areas of the organisation
	Fosters positive and productive relationships across the team in order to deliver
<p>Task Management</p>	Sets clear objectives and checking for understanding
	Sets short term tasks (daily, weekly)
<p><i>Establishing appropriate courses of action for oneself and others to accomplish.</i></p>	Contributes to plans for change
	Develops own effectiveness in role, adapting to changing priorities
	<p>Communication Providing direction to ensure that the resources are available to achieve results in the most effective way.</p>
Presents complex information and concepts in a way that is simple and easy to understand	
<p>Problem Solving/Decision Making Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</p>	Creatively focuses upon solving the problem. using different techniques/ experience from other areas
	Responsible for proposing what decisions should be made within the team and what needs to be referred
	Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format
	Deals with problems across departments to achieve resolution

Context	Interfaces	Internal/ External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/ budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/ indirectly manage)	Act as a role model to the support staff in Academies, promoting consistently high expectations in a professional and courteous manner.
		Travel	You will be required to travel to Academies as necessary.
	Education, Qualifications and Experience (EQE)	<p>Essential:</p> <ul style="list-style-type: none"> • educated to GCSE grade C/4 standard in English and mathematics • Working in a busy office environment • Working with a school Management Information System, SIMS • Experience of Microsoft office software, particularly Excel 	
	Safeguarding	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>	
	Data Protection	<p>All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.</p>	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.