
Job description: Exams Officer and Timetabling Coordinator

Salary Range:	TDA18 to TDA21
Responsible to:	Admin and MIS Manager
Responsible for:	No direct reports

PURPOSE OF THE JOB

The management of all exams and formal assessments ensuring compliance with JCQ regulations and exam policies. To create and maintain the timetable for all students ensuring this is reflective of the activities undertaken. Be the designated link to support college administration. Provide assistance with all aspects of student administration when required.

To work in a team providing a comprehensive, administrative function supporting all aspects of student administration. Specifically responsible for:

- Managing all aspects of the exams process for both staff and student examinations whilst ensuring compliance with the JCQ and other awarding body regulations and relevant exam policies.
- Create and maintain the Academy timetable using the MIS. Once complete, share with students, staff and parents/carers to ensure that all are fully informed of the daily activities.
- Designated link for college to provide administrative support including attending meetings, minute taking, arranging appointments/meetings.

KEY RESPONSIBILITIES

Exams

- To act on behalf of the Academy in matters relating to the general administration of awarding body examinations and assessments.
- To maintain systems to manage and coordinate all aspects of the exams administration process, to ensure key tasks are undertaken in an accurate and effective manner and external key dates and deadlines are met.
- To keep up to date with the requirements of the role, including reviewing the latest procedures and regulations for external examinations, and Access Arrangements & Reasonable Adjustments regulations, ensuring the Academy exam policies are current and compliant.
- To co-ordinate arrangements for examination entries, ensuring these are checked and submitted within deadlines.
- To organise the provision of Access Arrangements and/or Reasonable Adjustments for candidates on behalf of the Assistant Principals with SEN Coordination delegated responsibility.
- To plan and manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of external examinations and internal mock examinations.
- To manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required, in accordance with the regulations.

- To ensure that the invigilation and conduct of examinations meets the required standards, dealing with unexpected issues/irregularities and maintaining the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
- To ensure that coursework deadlines are met, providing each subject teacher with relevant paperwork, access arrangements, centre authentic sheets, mark sheets labels etc, assisting subject teachers, collating course work mark sheets for despatching to moderators before awarding body deadlines.
- To plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- To process appeals, enquiries about results, requests for return of scripts.
- To manage and administer the receipt, distribution and retention of examination certificates according to the regulations.
- To administer all aspects of staff British Sign Language exams including entries, uploading exam material, receiving results and processing certificates.

Timetabling

- To implement and accurately maintain the Academy timetables, using the MIS database system.
- To liaise with teaching staff to action any changes required to the timetable and ensure that these changes are made in a timely and efficient manner.
- To manage timetables to ensure that they correspond with room bookings.
- To identify and escalate any potential risks to the delivery of the timetable.
- To publish the timetable using the relevant MIS/ app functionality in a timely manner when changes are made.
- To manage the start and end of year process using the MIS.

College Administration

- To provide administrative support to college (post-16 and post-19).
- To take minutes for meetings where required.
- To attend meetings with Head and Deputy Head of College gaining an overview of the current and future plans, supporting where appropriate.

Assessment

- To assist with the setup and maintenance of the system used to track and monitor assessments carried out at the Academy.

Education Administration Support

- To provide lunchtime and holiday cover for Reception.
- To provide cover for attendance ensuring that morning and afternoon registers are complete.
- Take the minutes for the Academy weekly briefing
- To provide general administrative support, as directed by Line Manager.

Information Management System

- To act as system administrator for the MIS database, including ensuring that the data held is accurate, secure and complete at all times.

- To be knowledgeable of, and support staff with use of MIS system
- To produce reports as required.

Quality Assurance

- To evaluate the effectiveness of education administration and make improvements as required.

Other Duties

- Be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or might come into contact with) in accordance with the Academy's Child Protection Policy & Procedures.
- Attend any internal or external meetings as required
- Be responsible for Health and Safety of self and others (in accordance with the Academy's Health & Safety Policy).
- Provide cover in other areas where required
- Carry out any other appropriate duties requested by the Principal, your Line Manager and/or the SLT

The above list is indicative and not exhaustive. The Exams Officer and Timetabling Coordinator is expected to carry out all such additional duties as are reasonably commensurate with the role.

I accept this job description as a definition of the key responsibilities and duties of the post of Exams Officer and Timetabling Coordinator. I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

Person specification: Exams Officer and Timetabling Coordinator

Criteria	Essential	Desirable
SKILLS & ABILITIES		
Able to plan and prioritise workloads, often with conflicting demands, to ensure deadlines are met.	✓	
Good analytical skills in the area of information management and use of data.	✓	
Good administrative skills and a high degree of accuracy	✓	
Ability to handle sensitive and confidential information	✓	
Good numeracy skills with ability to compile information and statistics.		✓
Good literacy skills with ability to write letters and short reports	✓	
Good inter-personal skills, ability to work effectively with others	✓	
Ability to use own initiative appropriately	✓	
KNOWLEDGE & QUALIFICATIONS		
Knowledge of the Examinations process	✓	
Knowledge of using an MIS and timetabling packaged within an education environment		✓
Good general education level to at least 5 GCSE grade A-C (9-1) including GCSE English (or equivalent qualification)	✓	
Qualifications in secretarial and administrative work to at least level 2		✓
Good knowledge of Microsoft Office, particularly Word, Excel and Powerpoint	✓	
British Sign Language Level 1 or above		✓
Willingness to study towards BSL level 2	✓	
An understanding of the requirements of the Data Protection Act	✓	
EXPERIENCE		
Experience in timetabling in an educational setting.		✓
Experience of managing exams in an educational setting	✓	
Operating administration systems both paper based and electronic	✓	
Experience of introducing, using and updating administrative systems and processes which are fit for purpose.	✓	
Experience of servicing meetings, including distributing accurate minutes.	✓	

Experience of working with Deaf people and/or with students with special educational needs		✓
Working within the education sector	✓	
Administration related to Special Educational Needs (SEN)		✓
PERSONAL QUALITIES		
The ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Attention to detail and a strong commitment to first-class internal and external customer care	✓	
Strong analytical and problem-solving skills, with the ability to manage multiple priorities and work under pressure	✓	
Due to the level of responsibility the post holder must be able to deal effectively with the pressure and stress associated with this position	✓	
Decisiveness and able to act promptly under pressure	✓	