



Exams Officer (and admin support)

3 days per week

Scale point 4 grade 7-11

Starting Salary £13,260 to £14,180pa

This is a fantastic opportunity to really make a difference to young people's lives. We are ideally looking for someone who has experience in a similar role for this versatile post as Exams officer with administration and reception duties included.

Our students approximately 40 on role, who experience barriers to learning are offered the opportunity while at our school to sit a range of examinations. You will be responsible for accurately, planning, organising, and managing systems to ensure the exam seasons run smoothly. You will also be acting as part of the front of house reception & Admin team

We want to hear from you if you have excellent IT skills, knowledge of exam and MIS systems in a school, have an eye for detail and excellent organisation skills, you will also need to have good customers service skills and a professional manor.

Our students are 11-16 years and have been excluded or are close to being excluded from mainstream school. Students are referred to us by schools and the Local Authority. Our Teaching groups are small between 2 and 8 students per class.

If you would like to find out more or would like an application pack email to you then please contact our Business Operations Manager Julie Jarvis 01527 597936 or email to jjarvis@theforge.worcs.sch.uk

Applications form and job description are also available
www.theforge.worcs.sch.uk/vacancies

OF COURSE - SAFEGUARDING THE CONDITIONS FOR GROWTH AND DEVELOPMENT IS OUR PRIMARY CONCERN. ALL APPOINTMENTS ARE SUBJECT TO SATISFACTORY REFERENCES AND DBS CHECKS AND RIGOROUS INTERVIEW

Return completed application forms to the school by Monday 18th November fist post. Interviews will take place soon after.



FORGE SECONDARY SHORT STAY SCHOOL JOB DESCRIPTION

Job Title	Exams & Data Officer
Grade	Scale 4
Working Hours	22.5 hours per week over 3 days, (Tuesday, Thursday and Friday 8am to 4pm). Plus 5 TED Days which included 2 days to be worked during the results period in August.
Purpose of role	To organise and administer all aspects of (internal/external) examinations & Assessments within the school. Support the Administration function for the school.
Reporting to	Business Operations Manager / AHT for Exams & Data
Examinations & Assessment	<ul style="list-style-type: none"> • Oversee all arrangements for all public examination entries eg GCSE and equivalent • Ensure JCQ regulations are followed • Co-ordinate the preparation and submission of entries to examining bodies. • Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately. • Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation. • Co-ordinate the team of invigilators, with the support of the Leadership Team • Make appropriate timetabling (in collaboration with the leadership Team) and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place. • Ensure that all examinations start and finish appropriately in line with examination board regulations. • Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time. • Ensure that all necessary stationery and materials and other requirements are provided for examinations. • Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination

	<p>boards the school deals with, including Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.</p> <ul style="list-style-type: none">• Deal with enquiries from parents and students, including former students.• Receive examination results and certificates and making arrangements for their issue.• Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.• Organise appropriate arrangements for the support of candidates with special examination requirements in conjunction with the SENCO.• Liaise with Leadership Team to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal Mock examinations.• Manage the Assessment platforms used for testing students and the data• With the Leadership Team Manage the Assessment data and reporting for all students.• To undertake reception duties, signing in visitors and answering routine face to face enquiries in a professional and welcoming manner• To answer telephone calls in a professional manner and forward incoming calls and messages efficiently• To maintain a tidy and welcoming reception area• To sort and distribute incoming post and prepare outgoing mail by using the schools franking machine and post out on time <ul style="list-style-type: none">• Participate in appropriate CPD with the agreement of your Line Manager.• Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 or equivalent qualification or experience in relevant discipline Excellent numeracy/literacy skills 	<ul style="list-style-type: none"> Awareness of the Examining Boards and JCQ Body
Experience	<ul style="list-style-type: none"> Experience of a similar role in an educational establishment. Working knowledge of school examination processes and procedures Effective use of specialist ICT packages Knowledge of school MIS and records Use of specialist equipment/resources, available from examination boards Full working knowledge of relevant polices/codes of practice/legislation Working knowledge of Data protection and Freedom of Information legislation Ability to plan and develop systems Ability to relate well to children and adults The ability to support staff/pupils/respond to parents timely and efficiently 	
Skills	<ul style="list-style-type: none"> Excellent IT skills, including Word, Excell Excellent numeracy/literacy skills Ability to focus on detail and accuracy when entering relevant information Ability to plan and develop systems to enhance the examination process Ability to plan, manage and be flexible due to changing workload patterns particularly during busier exam periods Excellent open, honest and direct communication skills Excellent organisational and planning skills Ability to work to strict deadlines Ability to relate well to children and adults Ability to form good working relationships with colleagues and stakeholders and work constructively as part of a team Ability to make effective decisions and liaise with the Leadership Team to resolve examination queries 	<ul style="list-style-type: none"> Willingness to attend training

	<ul style="list-style-type: none">• Ability to work to professional standards	
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