

**Job Description**

**Job Title: Exams Officer**

**Department: Academic Administration**

**Accountable to: Head of Academic Administration and Exams.**

**Responsible for: No direct reports**

**Purpose of the job:**

To administer all School internal and external examinations and with regard to the latter, this will include the exam entries process, the exams themselves, the dissemination of results and requests for post results services, all in accordance with the relevant examining bodies’ regulations and guidelines. To organise and administer the baseline testing of pupils at the beginning of the academic year and to provide administrative support to the Head of Academic Administration and Exams as required.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular, we aspire to the following standards for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**Key Responsibilities and Accountabilities:**

* To administer the internal and external examinations within the School.
* To administer the updating and monitoring of the relevant elements of the School databases.
* To administer the updating of the relevant elements of the VLE relating to exams.
* The administration of invigilation.
* To administer the annual baseline testing of pupils.
* To assist the Head of Academic Administration & Exams in other aspects of academic administration as required.

**Key Tasks:**

1. **External Exams**
   1. To organise and administer all external examinations arrangements with the School ensuring that all the correct security arrangements are undertaken and that the examining bodies’ regulations and timetables are compiled with at all times.
   2. To liaise with awarding bodies and JCQ personnel in all aspects of external examinations.
   3. To organise the administration of all elements relating to the preparation for Public Exams.
   4. To manage the Oxbridge Admissions entries and tests.
   5. To inform HODs and tutors of relevant information, provide deadlines to the HODs for entries and collates these entries, liaising with HODs to ensure they are correct.
   6. To organise the issuing of timetables to all pupils and their parents.
   7. To book of rooms as required; liaising with House-staff for the setting up of said rooms and to ensure that the rooms are correctly set as per JCQ regulations.
   8. To provide access to all the relevant regulatory documentation to students (including Warnings to Candidates and Appeals Processes)
   9. To administer the monitoring, recording and secure storage of examination papers, in accordance with the JCQ regulations.
   10. To produce and issue a school wide examinations timetables ensuring it is issued in accordance with the boards’ set dates and to the standard required by the school, noting access arrangements and clash supervisions in accordance with the JCQ regulations.
   11. To book rooms as required; liaising with House-staff for the setting up of said rooms and to ensure that the rooms are correctly set as per JCQ regulations.
   12. To assist in the recruitment and training of external invigilators as required, liaising with the Head of Academic Administration and Exams.
   13. To issue pre-release and examination materials to HODs, ensuring that the relevant security measures are in place to maintain the integrity of the papers/files.
   14. To ensure examinations are supervised in accordance with the exams regulations and deal with any irregularities within the JCQ regulations
   15. To check, package and dispatch controlled assessment/coursework/examination papers via the relevant method of despatch.
   16. To liaise with the Skills Department regarding the provision of access arrangements
   17. To assist with matters relating to Special Consideration applications including liaising with Medical Personnel (internal and external), Housemasters, parents and pupils.
   18. To organise the provision of alternative arrangements in the case of illness e.g. sitting of exams in the Medical Centre.
   19. To organise overnight clash supervision for pupils as required.
   20. To administer the issuing of results when and however appropriate, within the guidelines of the JCQ and the School, liaising with the Head of IT.
   21. To organise and administer the Post Results Service.
   22. To organise and administer the issuing of Examination Certificates as per the School guidelines.
   23. To administer the Department of Education data corrections.
   24. To assist the Head of Academic Administration & Exams with any appeals.
   25. To ensure adherence to statutory Head and Safety and Data protection legislation at all times.
2. **Internal Exams**
   1. To administer arrangements for Internal Exams.
   2. To keep internal exams under review and alert the Head of Academic Administration & Exams to areas where issues of policy arise.
   3. To liaise with HODs to discover what is needed for each department including special requirements.
   4. To liaise with Skills Departments over the examination and invigilation requirements of pupils with special needs.
   5. To administer the production and publication of the internal examinations timetable, liaising with the Deputy Head Academic, the Head of Academic Administration & Exams and HoDs.
   6. To ensure that invigilators and pupils abide by established codes of behaviour within examinations.
   7. To arrange any room changes made necessary for ordinary teaching.
   8. To liaise with the Head of Academic Administration and Exams over dates of forthcoming internal examinations.
3. **Baseline Testing**

3.1 To organise and administer the baseline testing of pupils at the beginning of the academic year.

3.2 To collate the baseline data and distribute to the Academic Staff.

3.2 To liaise with ICT support for the uploading of data to the School’s database.

3.3 To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

Working Weeks: Term Time + 4 weeks

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: June 2021

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Honours degree, or equivalent | Formal IT qualification |
| **Specialist Skills & Experience** | * Systems Management * Proficient with Excel & Word | Experience of managing different database systems |
| **Personal Qualities** | * Discretion * Ability to work under pressure * Ability to work outside office hours * Ability to work with pupils, parents and staff | * Sense of Humour |