**Job Description and Person Specification**

**Role:** Deputy Exams Officer

**Reporting to:** Exams Officer

**Hours:** Term Time plus 2 weeks to be worked in the summer holidays.

Hours will be discussed at interview but up to 37.5 h per week during the summer term.

**Salary:** FTE £25,000 - £27,000; subject to skills and experience.

**Job Description**

The Deputy Exams Officer supports the Exams Officer in the planning, delivery and reporting of public exams for years 11 to 13 and is responsible for the planning and delivery of internal school exams for years 7 to 13.

The post holder undertakes the following duties and responsibilities in respect of public exams:

* support the Exams Officer with public exams by
  + generating individual exam timetables, including clashes
  + liaise with the Cover Manager to ensure invigilators are booked
  + coordinating MFL external exam arrangements
  + liaising with Cambridge International regarding
    - forecast grades
    - MFL arrangements
  + submitting the declaration of interest
  + assisting with the arrival and distribution of exam scripts
  + processing requests for special considerations as and when they arise, liaising sensitively with candidates, parents and section heads in this regard
  + responding to candidate/parental enquiries regarding marks and grade boundaries
  + processing requests for post-exam services
  + ensure timely receipt and distribution of certificates, liaising with Exam Boards where necessary
  + prepare the data submission to ISICS
  + manage ResultsPlus (or equivalent) for Heads of Department
  + being a daily exam supervisor
  + deputise for the Exams Officer in an emergency
* support the Exams Officer with university entrance exams as required

The post holder undertakes the following duties and responsibilities in respect of internal school exams:

* Develop the exam timetable in good time for the following internal school exams
  + U5 and U6 trial exams in the spring term
  + L6 exams in the summer term
  + Middle School and Middle 5 exams in the summer term
  + Catch up days and rescheduled exams
* Liaise with the Cover Manager to ensure invigilators are booked
* produce the timetable for internal exams for all year groups
* liaise with key stakeholders for internal exams to ensure that all arrangements are in place
  + maintenance team for room set up
  + Head of Individual Needs to ensure all candidates with access arrangements have the appropriate set up
  + IT to ensure the provision of exam laptops and staffing support
  + Heads of Department to ensure timely delivery and collection of exam scripts
  + Cover Manager to ensure appropriate rooming and staffing of exams and daily cross checking of staff with cover rota during the exam period

In addition, the post holder undertakes the following general duties and responsibilities:

* coordinating regular exam team meetings
* maintaining the minutes and supporting administrative documents and online resources (including the exam calendar) for the exam team and attending all team meetings
* acquiring and providing ad hoc information as required (for example reports to Governors)
* undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined

**Person specification**

* efficient and methodical administrative skills
* able to articulate and be able to deals sensitively with a variety of situations with teachers, invigilators, pupils, parents and exam board representatives
* clear oral and written communication skills (telephone, letter, e-mail)
* the confidence to use a variety of IT applications, particularly spreadsheets and databases
* the ability to work to deadlines and to manage priorities
* an understanding of the importance of confidentiality
* the ability to be self-motivated, show initiative and be flexible
* available to work during the summer holidays, in order to process examination results