Assistant Exams Officer

We are looking for a strong administrator to assist with the work of our Examinations Office. You will need to work hours flexibly (in term time), although an average of 15 hours a week is anticipated, and the successful candidate is required to be available for the distribution of results during August.

Further details about the post and an application form can be found on our website: www.bedfordschool.org.uk/Support-Staff-Vacancies

Please send completed applications to: vacancies@bedfordschool.org.uk or post to Amy Bell, HR Assistant, The Bursary, Bedford School, 10 Glebe Road, Bedford MK40 2PL.

Closing date: Friday 15 September 2017

The Harpur Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check, references and other checks.

*Bedford School is part of The Harpur Trust*
# ASSISTANT EXAMINATIONS OFFICER

## JOB DESCRIPTION

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<table>
<thead>
<tr>
<th>Summary of the role</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Assistant Examinations Officer</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Bedford School, De Parys Avenue, Bedford</td>
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<td><strong>Reporting Line:</strong></td>
<td>Deputy Head (Academic), via Examinations Officer</td>
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<tr>
<td><strong>Job Purpose:</strong></td>
<td>To assist the Examinations Officer with the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies, and to assist with the administrative arrangements of academic staff cover.</td>
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<tr>
<td><strong>Hours:</strong></td>
<td>Term-time (15 hours a week, to include Saturdays – possibly on rotation) with the expectation that you are available for the period around Results’ Days in August. Given the nature of the Examinations Schedule, it is envisaged that hours can be spread across the year to allow for more time in Examination Periods themselves. A degree of flexibility on the part of the postholder is therefore expected.</td>
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<td><strong>Salary:</strong></td>
<td>Dependent on experience</td>
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## Role Summary:

To assist the Examinations Officer in liaising with exam/awarding bodies, Senior Management Team, Heads of Department, Teaching Staff, candidates, parents/carers, Head of Academic Support and Invigilators to ensure the comprehensive delivery of external and internal examination requirements throughout the Upper School. To assist with academic staff cover arrangements during term-time.

## Main duties and responsibilities

### Your Professional Duties and Specific Duties and Responsibilities

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following list of responsibilities is taken the Examinations Officer’s job description. The Assistant Exams Officer is not expected to assist with all these areas at all times, but should be willing and able to assist with any area at any time, as directed by the Examinations Officer.
This assistance might include:

- Liaising with all staff, (e.g. Heads of Department) regarding entries for GCSE, IGCSE, A Level and other public examinations (e.g. BMAT, LNAT etc.)
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Processing exam entries, timetables and results using the School's information system iSAMS.
- Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements.
- Managing the running of internal examinations. This will include the planning, room booking, invigilator booking, producing timetables, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Organising the examination rooms, in accordance with regulations.
- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching worked scripts in accordance with the regulations.
- Arranging invigilation, including briefing and training invigilators in school procedures, and producing invigilation timetables.
- Supervising invigilators.
- Being present and available in school on the days around when results are notified, and assisting with the distribution of results to candidates.
- Assisting with the production of analyses of examination results as soon as practicable.
- Assisting with providing statistics on examination entries and results for the Head Master, senior management team, governors, DfE, etc.
- Checking DfE and other examination statistics before publication.
- Liaising with CEM and other organisations requiring public exam data for Bedford School candidates.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results, remarks and requests for return of scripts.
- Ensuring that costs of retakes etc. are reimbursed by candidates/departments.
- Encouraging a positive examination culture in the school.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc. and keeping up to date with the latest procedures and regulations for external examinations.
- Making external examination arrangements for private candidates.
- Arranging external examinations for non-curriculum subjects, including languages.
- Assisting with the arrangements for Internal Examinations, including the production of the timetable, rooming and invigilation.
- Ability to deputise in the Exams Officer’s absence.
• To assist with cover arrangements for academic staff and ensure that the cover system runs efficiently.
• Any other reasonable duties as commensurate with the grading of the post.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.
## Person Specification – Assistant Examinations Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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<tr>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment</th>
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<tbody>
<tr>
<td>These are qualities without which the Applicant could not be appointed</td>
<td>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</td>
<td></td>
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</tbody>
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### Qualifications
- A minimum of A Level education.
- Education to degree level.

### Experience
- Experience of running, or assisting with the running of a school Examinations Office, or for another area of school or office life with equivalent responsibilities and administrative demands.
- Previous Examinations or Assistant Examinations Officer experience.

### Skills and Knowledge
- Must be ICT literate and able consult websites, access information, download material/make entries electronically, operate the school’s database, produce and operate spreadsheet packages, produce analyses.
- To be an excellent communicator, orally and in writing, with boys, parents and staff.
- To have good time management skills.
- To have the ability to show initiative within the framework of a strong and supportive team.
- To have excellent interpersonal skills.
- Have an awareness of safeguarding/pastoral issues.
- Experience of working with iSAMS.

### Personal competencies and qualities
- Be able to prioritise and manage workload, remaining calm under pressure.
- Be able to work in an organised and methodical way and have sound organisational and coordination skills.
- Be able to work accurately and to deadlines.
- Be able to maintain confidentiality.
- Have a pragmatic, flexible and ‘can do’ approach.
- To be resilient, committed and confident.
- To have an ability to work independently and within a team, using a wide range of resources.