

Job Description: Exams Lead

Reporting to:	Senior Leadership Team/ Office manager
Salary:	Ark Support Staff Band 7 outside London (£23,080-225,481) (pro rata salary £21,286-£23,500)
Hours:	36 hours per week term time plus 3 weeks (agreed with SLT)

The Role

As the named **Exams Lead**, you will be responsible for the efficient organisation and smooth running of all internal assessments and public examinations, ensuring that they meet the requirements of the Joint Council of Qualifications (JCQ) and all complying with GDPR regulations. As the named Exams Lead, you will be responsible for ensuring that Ark Boulton Academy comply with statutory pupil regulations. You will be required to work alongside the admin team and support throughout the year.

Key Responsibilities

- To lead on the preparation and submission of entries to examination boards for public exams
- To disseminate information about examinations to staff, pupils and their parents, and to respond to any complaints and queries that may arise
- Plan seating of students for external examinations via the academy's MIS system and arrange accommodation of examinations
- Production of examination timetables via MIS, and distribution of such
- Opening and maintaining security of papers
- Organise examination materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations
- To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils
- To lead on the arrangements for all internal examinations including timetable, rooming and invigilation
- To lead on the administration of special considerations and any other requirements related to the smooth running of the examination system.
- To lead on the checking and distribution of exam certificates, and dealing with queries related to re-marks and other exam related issues
- To lead in the invigilation requirements for exams, including the training of new and existing staff
- To maintain confidentiality in all matters associated with examinations

Administrative Support

To support the academy in providing a high standard of secretarial, administrative and management support in order to assist in the smooth running of all academy activities. This will include:

- To undertake academy reception duties answering routine telephone and face to face enquiries, responding to school access buzzer and signing in visitors
- To show visitors around the school where necessary
- Producing correspondence and reports, sometimes of a confidential nature
- Dealing with telephone and personal enquiries efficiently and effectively in a way which promotes a positive image of the academy
- To meet and greet academy visitors, displaying due courtesy and tact, in order to ensure that visitors are welcomed into a friendly and professional environment
- To assist with relevant meetings as requested
- To take lead responsibility for the records of one year group

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- To undertake training and development relevant to the post and in line with the academy's priorities
- To undertake any task as directed by the Executive Principal, Head of School, Operations Manager, SLT or Office manager
- Commitment to the safeguarding and welfare of all pupils
- The post holder will be subject to an enhanced Disclosure and Barring Service check.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Exams Lead

Qualifications

- Right to work in UK
- Relevant qualifications in office administration and IT applications desirable
- Maths and English GCSE at grade C or above (equiv)
- Experience in using MIS within an education setting
- Experience in working in an exams environment (desirable)

Knowledge, Skills and Experience

- Experience of working in a similar role in a school environment (desirable)
- Excellent data analysis skills, advanced Excel skills, and comfortable working with and manipulating large sets of data
- High level of proficiency with management information systems
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Excellent verbal and written communication skills

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.