Exams and Curriculum Officer

Salary / grade range	SO1 SCP 23-25, term time only +20 days (FTE £33,366 - £35,235 or £31,043 - £32,782 actual)
Location	Co-op Academy Priesthorpe
Reports to	MIS and Data Coordinator

Purpose of role:
- To administer and manage the examinations process in accordance with relevant guidelines and regulations.
- To administer student timetables
- To administer and manage the examinations within our MIS system, Arbor.

Key accountabilities (and specific duties / responsibilities):

Examination Administration and Management:
- Maintain and develop systems to manage and coordinate all aspects of the exams administration process with the assistance of our MIS system, in line with the Academies school calendar and the Trust directives.
- Ensure the Centre is compliant with the JCQ regulations and awarding body requirements.
- Ensuring all deadlines are met on a timely basis for all exam entries and coursework for students on site and off site.
- Ensure all policies are up to date and published, when necessary on the Academies website.
- Liaise with Faculty Leaders and Heads of Department for requirements and checking.
- Use A2C to transfer out and receive examination data.
- Deal with queries from exam boards, staff, academy leaders and students.
- Plan, organise and deliver all internal and external exam sessions including pre-exam sessions and room changes.
- Responsible for appointing and training exam invigilators and creating invigilation schedules.
- Liaise with SEND Lead regarding application of student access arrangements and factor into exam planning and delivery.
- Receive/check examination papers against entries and secure in adherence with JCQ regulations.
- Organise collection of exam materials.
- Liaise with Heads of Department regarding moderator requirements.
- Produce and distribute entry sheets and exam timetables to students and staff.

- Produce and distribute internal exam timetables to staff and pupils.
- Check invoices from exam boards against entries.
- Receive, check and distribute exam certificates. Store in adherence with JCQ regulations.
- Other exams/data related administrative tasks as directed.
- Report malpractice and incidents to exam boards.
- Administer enquiries about results as directed by academy policy and leadership.

Administration of timetable:
- Liaise with Subject and Key Stage Leaders regarding student allocation to classes/courses.
- Use Arbor teaching groups to input student allocations and create individual timetables for distribution.
- Check Learning Aims in Arbor Course Manager, liaising with MIS & Data Coordinator to ensure successful submission of the School Census.
- Liaise with the MIS & Data Coordinator to successfully implement rooms for the timetable and make changes to staff/student timetables throughout the year.

Other:

- Responsible for a student coaching group.
- Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications - 5 or more GCSEs (including English and Maths) at grade 5 or higher, or equivalent.		A
Experience		

● Use of relevant IT software packages, including MS Office packages, including Word and Excel.		A, I
● Successful experience of managing areas and projects.		A, I
● Experience of working collaboratively with stakeholders at all levels.		A, I
● Understanding of internal and external examination systems and requirements.		A, I
● Experience of using Arbor software, in particular Examinations.		A, I
Skills, Ability, Knowledge		
● Able to interact positively with students and staff.		A, I
● Able to interpret and analyse data.		A, I
● Experience of meeting deadlines.		A, I
● To be able to use initiative, and have well developed problem solving skills.		A, I
● To be able to monitor and evaluate procedures effectively.		A, I
● Communicate effectively with all stakeholders, at all levels orally and in writing.		A, I
● Able to prioritise and plan to ensure completion of tasks.		A, I
● Able to work under pressure and be flexible working to deadlines.		A, I
● Able to organise and develop effective systems.		A, I
● Able to take initiative and work independently.		A, I
● Strong administration skills and able to work to high levels of accuracy.		A, I
● Prioritise and plan to ensure completion of tasks.		A, I
Personal Qualities		
● Be innovative and creative in developing solutions.		A, I
● A record of reliability and integrity.		A, I
● Humour, optimism and ambition.		A, I
● Willingness to keep up-to-date with role specific practice and CPD		A, I
● Demonstrates fairness, honesty and integrity in their existing practice and conduct as a professional		A, I
● Self-motivated.		A, I
		A, I

● Be hard working, resilient, committed and resourceful		A, I
● All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.		
● Ability to form and maintain appropriate relationships and personal boundaries with children.		A, I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.