

JOB DESCRIPTION

POST TITLE:	Examinations Coordinator - Exams Access Arrangements
LOCATION/BASED:	Gosforth Academy
GRADE:	N5 (term-time only plus 10)
RESPONSIBLE TO:	Exams Manager
CORE PURPOSE:	To provide comprehensive support to the Exams Manager and assist the Assistant Learning Manager Support for Exam Access Arrangement in the provision of all external and internal exams processes in accordance with JCQ rules and regulations.

MAIN DUTIES & KEY RESPONSIBILITIES

Main Duties: The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Liaise with Assistant Learning Manager Support (EAA) and the Learning Support Department to oversee the administration of exam access arrangements.
2. Liaise with exam boards to ensure approval for exam access arrangements.
3. Liaise with exam boards, staff and students regarding entries and amendments to check and ensure accurate submission within exam board deadlines.
4. Coordinate Lucid tests.
5. Ensure students are fully aware of exam access arrangements and how to use them.
6. Liaise with the Exams Manager and Exams Officer to ensure a streamlined service and all exams run to JCQ regulations.
7. Assist in ensuring the security of all secure exam materials including the logging of all secure exam materials received in school and dispatched to exam boards/staff in accordance with JCQ and exam board regulations. In addition, to ensure the security of online exams and accessing exam board information online.

8. Liaise with departments, preparing base data and timetabling to support the provision of internal exams.
9. Maintain professional communication with examination boards regarding entry procedures via electronic communication.
10. Assist with delivery of the KS3, KS4, KS5 and BTEC examinations provision in accordance with JCQ regulations to ensure all procedures are followed.
11. Assist with the checking of all exam venues prior to each exam to ensure compliance with the JCQ regulations and assist with the supervision of exam invigilators.
12. Act as part of the Invigilation team as and when required.
13. Assist staff and students with exam queries.
14. Assist with preparation of the examination timetable throughout the year as necessary.
15. Any other duties (commensurate with the grade) as directed by the Exams Manager.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.



PERSON SPECIFICATION

POST TITLE: Examinations Coordinator (EAA)

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent interpersonal and communication skills.	✓	
Excellent ICT and keyboard skills including the use of Microsoft applications (especially Word and Excel)	✓	
Ability to work to deadlines, prioritise and deal with a varying workload	✓	
Able to work on own initiative and as part of a team	✓	
Able to work with without supervision.	✓	
Good working knowledge of SIMS		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Good general education	✓	
Excellent telephone manner	✓	
First class customer care skills	✓	
Working knowledge of relevant polices and awareness of relevant Examinations legislation relating to exam access arrangements	✓	
Working knowledge of national/foundation stage curriculum and other relevant qualifications	✓	
Effective organisation and time management skills	✓	
Ability to maintain paper and electronic information systems	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE

Version: 1.0

Created: April 2024

Last updated: April 2024

Experience of clerical/administration work	✓	
Experience of dealing with customers/clients both face to face and over the phone	✓	
Ability to prioritise workload	✓	
Experience in an educational environment		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ability to cope under pressure in a controlled, effective, efficient and friendly manner	✓	
Ability to relate well to colleagues, staff and students	✓	
Team player with initiative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	
Honest, demonstrates integrity, confidence and self-motivation	✓	
Creative and innovative thinker	✓	
Passionate belief in the trust's vision and values	✓	
Commitment to support Gosforth Group's agenda for safeguarding and equality and diversity	✓	
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	✓	
A commitment to child protection and safeguarding.	✓	
Ability to demonstrate a conscientious and flexible approach	✓	
Interest in and commitment to the whole school as a community	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check	✓	
Medical clearance	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates	✓	
Evidence of Right to work in the UK	✓	
Full UK driving license and access to a car during working hours		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Version: 1.0

Created: April 2024

Last updated: April 2024