

Job title: Exams Officer

Month-Year
September 2023

Mission: To support the following BSB strategic Priorities

1. Care - Provide a caring and supportive environment that embraces diversity and equality so that our school community feels respected and able to thrive.
2. Community -Build a positive and welcoming community for all members of our school. Fostering and valuing collaborative partnerships with students, parents, and wider school partners, to drive and celebrate success.
3. Growth - Provide students with the opportunities, support and challenge to grow as individuals and to become successful young citizens. Develop an exciting and engaging environment in which staff reflect, innovate and create.
4. Learning -Develop a community where all members are active learners who embrace creativity, innovation and challenge.

Safeguarding: To comply with safeguarding policies, procedures and code of conduct. To demonstrate a personal commitment to safeguarding and student/colleague wellbeing. To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy. To engage in safeguarding training when required.

KPIs	Values	Functions	Skills
<ul style="list-style-type: none"> Excellent running of entire exam process from entries through to communication of final results Parent, student and staff feedback on efficacy of process 	<ul style="list-style-type: none"> <i>Excellence:</i> We aspire to achieve excellence in everything we do, no matter how big or small <i>Collaboration:</i> Together, we are more aligned and more effective. <i>Respect:</i> We treat all with fairness, compassion and respect <i>Integrity:</i> We do what we say we will do. <i>Accountability:</i> We have a clear sense of what is expected of us and we do our utmost to deliver, taking our responsibilities as educators seriously. 	<p>All Admin staff are part of the BSB team and they fulfil a wider role in contributing towards helping to deliver the whole school strategic priorities. You will be expected to do anything reasonable required by the Headteacher and Principal.</p> <p>1. External Exams</p> <p>To fill out exam entries, organising the external examination timetable, co-ordinating and running the external exams across secondary school</p> <p>To liaise with the Secondary Head of Student Support and other relevant staff regarding Access arrangements</p> <p>To organise, co-ordinate and communicate all external exam arrangements, including oral exams and the use of invigilators, to all relevant parties.</p> <p>To liaise with the Deputy Head Academic and School Data Manager regarding the processing of exam results for the schools tracking system.</p> <p>To liaise with the school finance department so that exam invoicing is processed in an efficient, cost-effective manner.</p> <p>To receive the external exam results and to communicate them to the SSLT</p> <p>To communicate, manage and co-ordinate all enquiries about results.</p> <p>To effectively communicate all timetables and other external examination information to staff, parents and pupils.</p> <p>2. Internal Exams</p> <p>Work with the Academic Deputy to prepare and communicate the internal and mock exam timetables</p> <p>To lead the organisation and the day to day running of all internal exams.</p>	<ul style="list-style-type: none"> ability to directly lead others and also work through others vision and strategic planning skills in order to to identify needs and develop solutions analytical analysis skills to interpret data and trends and offer outstanding advice knowledge of examination systems, land organisations

Profile:

- Qualification: Level 3 qualification essential. Degree level qualification desirable
- Knowledge/experience: Competences: Personal Drive, Integrity, Resilience, Influencing others, Partnership working, Holding others to account, Developing others, Analytical thinking
- Languages: English and Spanish essential. Catalan desirable.

Relationships:

- INTERNAL: Faculty lead staff, Deputy Head Academic, Headteacher Secondary, Data manager
- EXTERNAL: External Examinations Board staff

Hierarchical dependency:

- Direct Report: Secondary Deputy Head Academic, Secondary Headteacher.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks, to the maximum extent permitted by law will be undertaken before any appointment is confirmed.

Signed: Name (Print): Date: