

JOB INFORMATION			
JOB TITLE	EXAMS AND SIMS OFFICER	LOCATION/CAMPUS	THEALE GREEN SCHOOL
FACULTY	WHOLE SCHOOL	TYPE	PERMANENT
GRADE	G	SCALEPOINT	G SCALE
RESPONSIBLE TO	DEPUTY HEADTEACHER	HOURS	37 HOURS PER WEEK TERM TIME + 3 WEEKS TO INCLUDE WORK DURING EXAM RESULTS WEEKS AND INSET
JOB PURPOSE			
<ul style="list-style-type: none"> To provide full management the Exams department and with support Manage the SIMs service within the school site 			
MAIN DUTIES AND RESPONSIBILITIES			
<p>Key Responsibilities</p> <p>Exams</p> <ul style="list-style-type: none"> To ensure the school is fully compliant with all Joint Council for Qualifications (JCQ) regulations in relation to all aspects of examination processes. This includes all aspects of written and practical examinations, including potential malpractice. Liaise with the Deputy Headteacher regarding withdrawals Manage the Examination Team to maintain effective communication with Exam Board personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines. Responsible for operating cost effectively within an Examination budget. Responsible for managing budget expenditure and authorising spend within budget provision. 			

- Manage and where required build relationships with external Examination Boards.
- To liaise with Heads of Departments with regards to the relevant exam boards and syllabuses studied to examination level. To establish the number of entries at each tier and to process entries, predicted grades and coursework marks, and submitting entries so that Exam Boards receive correct student entries on time.
- The publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes.
- The preparation and distribution of exam timetables for Mock examinations, including the resolution of clashes.
- Access results of external examinations and manage the integration into the school ICT system.
- Provide reports on examination results for teaching staff as required.
- Work with DHT to co-ordinate the internal mock examinations.
- To put in place the relevant examination policies for the school so that the examination system, rules and regulations set by the awarding bodies and JCQ are clear to all members of staff in the school.
- Recruitment and training of external invigilation.
- Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
- Manage the production of analysis as required for the school and external bodies.
- Manage the examinations team and external invigilators.
- To work in collaboration with the Data, Assessment and Reporting Manager.
- To manage JCQ inspections and, in consultation with the Deputy Head, ensure that all policies and procedures are kept up-to-date.
- Managing SEN provision, including liaising with the SENCO to identify students, applying to awarding bodies for special arrangement for those candidates and ensuring they are seated appropriately.
- Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations.
- Preparation and organisation of examination materials, including managing the secure storage of examination papers.
- Facilitate the relevant draft in preparation of student reports through SIMS.
- To attend, and host when required, the exam officer's network meetings held termly in conjunction with the National Assessment Agency.
- To issue to all students taking exams an information pack with all JCQ regulations and the schools expectations of them, together with their examination timetable.
- Managing the checking and distribution of Examination results and certificates.

- **Management of the school's management information system**
- Control and co-ordination of all aspects of SIMS database
- Oversight of the SIMS database and familiarity with the SIMS modules
- Systems Supervisor, dealing with problems encountered and supporting all staff in the use of SIMS.net
- Acting as first point of contact for the Local Authority
- Project management of software upgrades
- Co-ordination of data input for SIMS and the modules relating to both pastoral and academic data
- Facilitate creation and running of appropriate reports
- Provision of training and support to all staff in the use of SIMs, in particular
- Line management of onsite IT technician

Knowledge and Understanding

- Respect students' social, cultural, linguistic, religious and ethnic backgrounds
- Demonstrate and promote positive values, attitudes and behaviour that are expected
- Work collaboratively with colleagues
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Follow safeguarding policies and procedures at all times

GROUP/ EMPLOYEE RESPONSIBILITIES

- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /SKILLS	BEHAVIOURAL SKILLS
<ul style="list-style-type: none"> • Experience of working in an environment that requires good interpersonal skills • Experience of working with software applications especially SIMs • Experience of working in an Exams role and environment • Good grades in five or more GCSE with min grade c in maths in English and Maths • Experience in educational setting 	<ul style="list-style-type: none"> • Strong verbal and written English language skills • Strong level of ICT skills • Ability to organise lead and motivate staff team • Excellent organisational skills • Ability to work accurately and to tight deadlines 	<ul style="list-style-type: none"> • Proactive • Professional • Able to communicate effectively with children, parents/carers and other staff this includes face to face, written and electronic correspondence • Awareness of child protection and bullying issues • Enjoys working with children and has empathy with pupils and is sympathetic to their needs • Ability to develop and maintain good relationships with staff and external customers of all levels • Customer service focussed • A solution finder • Patience and tact • Methodical and well organised • Confidence to challenge difficult sensitive situations • Professionally discreet and able to respect confidentiality • Ability to command and to show respect • Flexible approach to tasks • Confident and able to use own Initiative

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.



Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.