

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Exams Officer & EHCP Administrator

General duties and responsibilities	Support for Examination Process <ul style="list-style-type: none">• Ensure statutory procedures, regulations and recommendations set by the Joint Council for Qualifications (JCQ), examination boards and the school are adhered to• Ensure everything is in place for JCQ exams inspections• Ensure all documents are emailed to relevant staff at the beginning of the academic year (instructions for conducting examinations, access arrangements, instructions for conducting coursework and any other relevant JCQ publications etc.)• Collate all documentation necessary for upcoming coursework exams and send to teaching staff• Keep teaching staff informed of any upcoming deadlines• Be aware of Moderator visit dates and make sure any relevant paperwork is available to them• Liaise with the BTEC Quality Nominee about registrations for the coming year. Ensure deadlines are adhered to and maintained.• Claim BTEC certificates once signed off by moderators• Download BTEC Tech Award components when requested for each season• Manage the provision of access arrangements and requests for special consideration• Collate <i>History of Need</i> documents in liaison with the Head of Year, so that all relevant paperwork for access arrangements is accurate and signed off• Manage invigilators and ensure they have the correct training• Liaise with Deputy Headteacher to organise staffing and rooming for all exams• Plan seating charts and liaise with premises manager• Ensure that the correct room conditions are supplied for every examination; correct scribe documentation, pupil exam cards, posters, seating plans, equipment etc.• Provide pupils and parents with individual exam timetables for mocks and main summer exams• Ensure exam timetables and coursework deadlines are sent to all relevant staff• Send staffing timetable to all staff involved with invigilation. Send reminder emails the week of and day before exams are sat• Maintain, implement and adhere to the school examinations policies• Monitor and record the receipt of examination papers, labels and attendance registers from the awarding bodies and store securely until exams• Managing the packing and dispatching of examination papers and submission of coursework on time. Take exam papers not covered by the yellow label service to the Post Office• Manage all other relevant administration and preparation relating to exams• Notify pupils and staff of examination results and distribute certificates
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	<ul style="list-style-type: none"> • Liaise with subject teachers to record predicted and target grades for pupils, and where necessary make available to pupils for college applications etc. • Enter all results onto SIMS and also maintain an internal record for staff • Manage SIMS end of year procedures and set up for next academic year • Keep templates and mark sheets updated in SIMS for teachers to enter target/predicted grades • Manage and monitor Tables Checking on government website, ensuring all year 11 pupils are showing for exams/results are recorded • Liaise with Deputy Headteacher to organise year 9 options and mock exams • To work both as part of a team and unsupervised, prioritising own work and meeting deadlines. <p>EHCPs</p> <ul style="list-style-type: none"> • Organise the required documentation for EHCP reviews for the academic year, liaising with the EHCP Co-ordinators, teachers, local authority and external parties. • Support the EHCP Co-ordinator with the administration of Annual Reviews, for example, monitoring the annual reviews mailbox, dealing with queries in a timely manner, collating and updating all information when reviews are complete and copying to all relevant parties • Ensure all staff receive relevant information; termly outcomes/short targets etc. • Maintain all information in a confidential manner • To undertake other duties relating to data management when required, for example, to prepare and provide reports if directed • To work both as part of a team and unsupervised, prioritising own work and meeting deadlines • Undertake any other reasonable duties commensurate with the post
Other specific duties	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive visions and values and to encourage staff and pupils to follow this example • Be aware of and comply with school policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection • Report pastoral and safeguarding concerns/ incidents to DSL and record all information on CPOMS • Adhere to the Staff Code of Conduct, and other policies relating to staff • Demonstrate a record of excellent attendance and punctuality • Be aware of in-school procedures and confidential issues and to keep confidences appropriately • Maintain effective communication with all staff members • Demonstrate suitability to work with children • Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop. • Appreciate and support the work of other professionals • Participate in training and other learning activities and performance development as required • Participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance

	<ul style="list-style-type: none"> • Any other duties as reasonably requested by the Headteacher • Satisfactory references and an enhanced DBS are required
Safeguarding	<p><i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i></p>