

Job Description

Job Title:	Exams Team Leader
Responsible to:	Group Head of Exams and SIS Projects
Functional Liaison with:	Group Heads of Faculty, Group Heads of Subject, Awarding organisations, Quality Team, Support Teams, Invigilators
Main Purpose:	Responsible for the running and co-ordination of all examinations, liaising with the relevant Curriculum Structure across EEG, Support teams and awarding organisations, ensuring the College adheres to all JCQ rules and regulations.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Support the Group Head of Exams and Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to always ensure the security and integrity of the examinations/assessments
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessment
- Closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met, ensuring examinations are conducted in accordance with regulations
- Maintain and develop systems to manage and coordinate all aspects of the exams administration process. Research and understand our qualifications and how they are assessed
- Recruit, train and develop the Examinations Team. Effectively deploy a pool of invigilators according to the requirements
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant stakeholders
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification. Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.

- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	A-Levels or equivalent preferable · Maths and English GCSE grade C or above, or equivalent		I,A,
Knowledge and Skills	- Excellent customer service skills. · - An organised, methodical and flexible approach to work, with the ability to work as a member of a team while maintaining own workload. · - Strong ability to use Microsoft Office	- Knowledge of SIMS or similar product to organise and arrange examinations within a school environment · - Knowledge of JCQ regulations relating to conduct of exams	A,I,P
Experience	- Experience of working in an administrative role - Experience of data entry - Experience of using computer applications - Experience of working in a customer focused role	Experience in working in a school setting and organising and conducting examinations following regulations set down by awarding bodies	A, I,
Personal Qualities	- Outgoing and cheerful personality and disposition. - Excellent organisational skills with the ability to prioritise workload. - Excellent interpersonal skills with the ability to communicate effectively with students and staff at all levels - An organised, methodical and flexible approach to work. - The ability to get on with people and work as a member of a team. - The ability to work without supervision and to use one's own initiative. - The ability to work calmly under pressure with changing priorities and often to tight deadlines.		A, I,
Training	- Willingness to attend, undertake any training or development as, or when appropriate. - Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 23 days, plus public holidays, raising to 27 days on completion of 5 years' service (pro rata for part time working)
2. New support staff appointments to the Trust are subject to a 26 week probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council
4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.



Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.