



Ark Charter Academy

Job Description Exams Officer (Maternity Cover)

Reporting to: Vice Principal

Location: Southsea, Portsmouth

Contract: Fixed Term Contract (1 Year)

Working Pattern: Term Time Only + 2 (41 weeks)

The Role

As the Exams Officer, you will be responsible for the planning, administration, and delivery of all internal and external examinations at Ark Charter Academy. You will work closely with the Vice Principal and Principal to ensure that all examinations are conducted in compliance with JCQ regulations and awarding body requirements. You will also lead the training and management of the invigilation team, ensuring the integrity of the examination process is maintained at all times.

Key Responsibilities

Leadership of Examinations

- Manage the effective and compliant administration of all external examinations.
- Ensure that JCQ and awarding body regulations are met.
- Act as the main point of contact with awarding bodies on all exam-related matters.
- Liaise with staff, students, and external agencies to coordinate all exam processes.
- Ensure examinations are conducted according to JCQ regulations and internal policies.
- Maintain secure and accurate records and systems related to exams.
- Support in preventing, identifying, and reporting any malpractice.
- Assist in the creation and regular review of all exam-related policies.

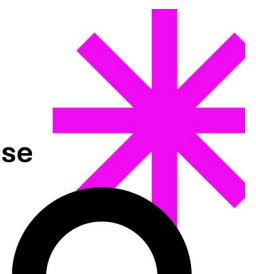
Before Examinations

Planning

- Maintain and develop efficient systems for exam administration.
- Keep up to date with JCQ and awarding body guidance and regulations.
- Create and maintain a detailed exams calendar and annual plan.
- Communicate clearly with staff and students about deadlines, regulations, and processes.
- Manage receipt and secure storage of all exam materials.
- Work with the SENCo to coordinate and manage access arrangements for eligible candidates.
- Contribute to the creation and regular review of exam-related procedures.

Entries

- Manage the registration and entry of candidates in line with awarding body rules.
- Ensure candidate data is accurate and submitted by deadlines to avoid penalties.





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- Manage applications for transferred candidates and ensure correct entry amendments are made.
- Coordinate with Finance to ensure timely payment of exam fees.

Pre-Exams

- Recruit, train, and manage a team of invigilators, maintaining a compliant rota.
- Organise, rooming, timetables, seating plans, and equipment needs for all exam sessions.
- Notify students of their exam entries and schedules in line with JCQ requirements.
- Ensure students and parents are aware of JCQ regulations ahead of exams.
- Coordinate with SENCo to arrange access requirements (e.g., rooming, equipment, extra time).
- Ensure secure packing and dispatch of completed exam scripts.

During Exams

- Manage the smooth and compliant running of all exam sessions.
- Ensure all exam rooms are set up according to JCQ guidelines.
- Deploy invigilators appropriately, providing supervision and support as required.
- Manage any timetable clashes or last-minute issues.
- Address and report any instances of malpractice in accordance with regulations.
- Ensure the confidentiality and security of scripts and materials at all times.
- Submit reports and applications (e.g., special consideration) as required by awarding bodies.

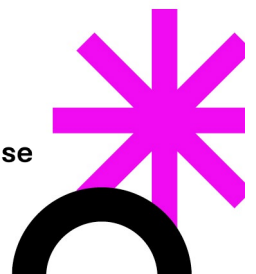
After Exams

- Coordinate the secure receipt and distribution of exam results.
- Ensure candidates and staff are informed of key dates and post-results processes.
- Support the analysis of exam results for internal use.
- Manage all post-results services.
- Organise the secure receipt, distribution, and retention of certificates.

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.





Ark Charter
Academy

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