

**Job Description**  
**Exams Officer and Academic Administrator**



**Responsible to: Deputy Head**

To support the School and Senior Leadership Team (SLT) as a key member of the administrative support team. This role is essential in ensuring the smooth and efficient running of many academic and logistical services, including being the school Exams Officer (EO) managing examinations, being the Educational Visits Coordinator (EVC) to help organise educational visits, and to be the Cover Coordinator (CC) arranging teaching cover for senior pupil lessons. The postholder will work closely with academic and administrative departments to proactively plan, problem-solve, and provide high-quality administrative support across the school, ensuring all related communications are delivered promptly and efficiently. They will hold strong organisational skills, attention to detail, and the ability to complete multiple tasks under tight deadlines.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities, tasks and duties.

Areas of responsibility include:

**Examinations (EO)**

Oversee the secure and compliant administration of all external exams in line with JCQ and awarding exam body regulations. Support the Head of Centre and Deputy Head, coordinate with internal stakeholders, and serve as the primary exams contact for staff and pupils. Promote integrity and prevent malpractice throughout the exam cycle. Support the Deputy Head with regards to planning of internal exams and communications.

**Educational Visits (EVC)**

Hold day to day oversight of all educational visits. You will hold the role of EVC; with responsibility for ensuring that all school visits are organised and resourced in line with current best practice and with School policies. Liaise with the Head, Designated Safeguarding Lead, Finance Manager, H&S Coordinator and Trip Leaders regarding planning, budget and risk assessments.

**Cover Coordinator**

Hold day to day responsibility for arranging cover for senior timetable, duties and enrichments within budget. Communicate in timely manner to staff. Liaise with the Finance Director and HR regarding cover teacher contracts, budget and timesheets. Plan any room changes as required for exams or other needs.

**Administrative support**

Draft and proofread letters, newsletters, and communications to staff, parents, and the broader school community for senior pupils, in particular around exams, trips. Oversee the preparation of the School Cloud parent teacher meeting booking system.

**Duties:**

**Examinations (EO): You will hold the role of Exams Officer on behalf of the School.**

Exams Planning & Compliance

- Develop and manage effective systems for coordinating all aspects of exams administration, ensuring full compliance with JCQ and awarding body regulations. Stay updated on changes, use required online tools (e.g. CAP, secure portals) and manage staff access and permissions.
- Create and maintain a plan of annual exams to meet key internal and external deadlines, communicating clearly with all stakeholders and supporting the Head of Centre during inspections, investigations, or unannounced visits.
- Manage secure storage, distribution, and disposal of exam papers and scripts in line with regulations. Annually confirm centre details with JCQ and contribute to the creation and review of exam policies and procedures.
- Liaise with the SENCo in implementing approved access arrangements, including applications, rooming, resources, and modified papers, ensuring full compliance and access to records where appropriate.

## Entries & Data Management

- Coordinate candidate registrations and entries in line with awarding body requirements and deadlines, avoiding late fees by gathering and verifying accurate entry information.
- Maintain candidate identifiers, verify identities, and liaise with Finance for correct billing. Ensure systems are used effectively to monitor, amend, and manage entry data.
- Submit transferred candidate applications and monitor final submissions, ensuring pupils are entered for the correct exams and results are accurately processed.

## Pre-Exams Preparation

- In liaison with HR, recruit, train, and manage invigilators; oversee the timetabling, rooming, and seating of exams. Resolve timetable clashes and arrange overnight supervision if necessary.
- Ensure students and staff receive clear communication about exam entries, dates, conduct, and expectations.
- Coordinate internal assessments and NEA tasks with departments to meet moderator deadlines and guidelines.

## Exam Delivery & Conduct

- Oversee the conduct of exams in line with JCQ regulations, ensuring all accommodation, supervision, and emergency arrangements are in place and compliant.
- Handle incidents, late arrivals, and special considerations, maintaining the integrity and confidentiality of all processes.
- Inform JCQ of any alternative venues used and support the Head of Centre in malpractice investigations or reporting.

## Results, Post-Results & Certification

- Manage the secure release of results, distribute statements to pupils, and support staff with data analysis tools.
- Administer post-results services, including re-marks and script requests, to published deadlines, and oversee the secure distribution and retention of certificates.

## General & Other Duties

- Ensure Exam policies are reviewed, updated, and displayed as required. Undertake regular training and liaise with departments to minimise disruption during exam periods.
- Support internal exam administration and complete additional duties related to exams as required by the Head of Centre.
- Assist with the administration and planning of examination cover requirements, particularly cover arrangements and invigilation.

## **Educational Visits (EVC): You will hold the role of Education Visits Coordinator on behalf of the School.**

### Planning

- Oversee the planning, organisation, and day-to-day management of all educational visits, ensuring they align with school policies, best practices, and curriculum objectives.
- Work closely with the Group Leader and the administration team, to support the financial, insurance, catering and other relevant arrangements of trips; Liaise with the Finance Manager to ensure all trips are recharged accurately and on time. Ensure Risk Assessments are completed for every trip in advance.
- Ensure that the school calendar has an up-to-date record of all pupils on trips.
- Ensure timely communication is sent by Trip Leaders and relevant details are recorded on the school calendar.

### Support

- Assess Trip Leaders' competence and planning, ensuring they can access and run 3SYS reports on pupils' medical conditions for trips.
- Ensure that each trip is given an information pack including emergency contact details, a mobile phone pre-loaded with School contacts and a safeguarding pack.
- Liaise with Matron to ensure appropriate first aid kits and medication are provided for school trips, and that all medical details are securely returned or destroyed afterward.
- Act as one of the primary contacts during trips or delegate appropriately, working closely with relevant teams (e.g. Catering, Matron) to ensure smooth operations and pupil welfare throughout.

### Review

- Ensure that all pupil contact details are removed from the mobile phone after the trip.
- Maintain a register of all trips including reports of accidents or 'near misses' and ensure that all Trip Leaders complete a brief written report on their return and that any necessary recommendations are carried forward for the future, including a written report to the Audit and Risk Committee in liaison with the Clerk to the Governors.
- Liaise with the Head, SLT, and Group Leaders to ensure compliance with safeguarding, health and safety, financial, and insurance requirements, providing necessary training and support.
- Brief staff on an annual basis on the School's Educational Visits procedures and act as mentor with staff when they join the School if needed.
- Maintain and review the Educational Visits Policy annually, keeping up to date with legislation and ISI requirements, and ensuring thorough risk assessments and emergency procedures are in place and accessible.

**Cover Coordinator (CC): You will hold the role of Cover Coordinator for senior pupil lessons.**

#### Planning

- Oversee the planning, organisation, and day-to-day management of all cover for teachers. Updates the student management system, balance the needs of teaching colleagues, work within a fixed budget for cover available. You will ensure all senior lessons cover is planned in advance, including duties and enrichments on a daily basis.
- Work closely with HR and Finance Director to ensure all absences are recorded, and the cover budget is adhered to.
- Ensure that the school timetable has an up-to-date record of all teaching staff for each lesson
- Prepare cover requirements for exams and invigilation
- Prepare termly summary of lesson cover provided and required by staff member.

#### **Periodic/Annual Responsibilities**

- Coordinate a 3-year EVC plan in liaison with the Deputy Head and Co Heads of Junior Department.
- Support the Parent Teacher Meeting planning with software set up and communications, in liaison with the Deputy Head.

#### **Key Skills**

- Ability to think ahead and plan strategically, balancing multiple priorities and coordinate across teams.
- Solution-focused with a proactive approach to resolving issues and planning ahead
- High level of accuracy in managing data, documentation, and logistics to ensure regulatory compliance. IT skills and confidence will be a necessity, especially spreadsheets and user admin for different exam boards.
- Capable of working under pressure and meeting strict deadlines.
- Clear and professional communicator with staff, students, pupils, and external agencies.
- Works collaboratively within the admin support team and across all departments.
- Understanding of safeguarding, appreciation for confidentiality of results and sensitive information.
- Understanding of school budgeting processes and cost management.

#### **Working hours**

The working hours are 7.45am to 11.15am daily (17.5 hours weekly). Additional hours may be needed during formal public exams, to ensure a smooth running of the exam series. The role is term time only with 20 days term time plus to be used for planning exams series, results days (these will be a working day requirement in August)