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| **Job Title** | Deputy Examinations Officer |
| **Reports to** | Examinations Officer |

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| **Job Purpose** |
| To support both the Examinations Officer, Examinations Coordinator and Master-in-Charge of Trials in the management and administration of all aspects of the various examinations processes.  **Key Tasks and Responsibilities** |

* Nominated to cover Examinations Officer absence (Deputy Examinations Officer);
* Keeping abreast of developments in the running of Public Exams;
* Assist the Examinations Officer with all year-round exam administration, including University Admissions Tests, US Admissions Tests (ACTs/SATs);
  + Entries;
  + Assist in the provision for students with Access Arrangements, including the maintenance of Access Arrangements records and applications;
  + Filing, scanning and photocopying as required;
* Assist the Examinations Officer and Examinations Coordinator during the live exam season;
  + Make sure exam rooms are set up and run according to JCQ regulations;
  + Liaise with Examination Teams;
  + Receive, log, store and distribute examinations materials;
  + Act as stand-in Examination Team member, clash-supervisor or invigilator if required;
  + Maintain stock levels of exam stationery and equipment;
  + Preparing and recording exam scripts for dispatch;
* Support and assist the Examinations Officer during results days;
  + Input accurate results data as required;
  + Assist with preparing statistics and results reports;
  + Assist with submitting data to the ISC
  + Assist with submitting post results applications and the recording and distribution of outcomes;
  + Prepare results transcripts as required;
  + Collate and dispatch certificates;
  + Liaise with House Masters, Heads of Department, parents and pupils as required;
* Assist with the organisation of external invigilators;
* Assist the Master-in-Charge of Trials in the administration of internal examinations;
* Liaise with Universities Coordinator and the Academic Data Analyst as required in the collection of relevant data;
* Undertake other examinations-related tasks as required;
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
* Good understanding and effective implementation of Child Protection procedures;
* Commitment and promotion of equality, diversity & inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

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| **Skills and Competencies Required**  Skills & Attributes:   * Exceptional verbal and written communication skills; * Excellent organisational skills, with ability to manage a busy workload and meet deadlines; * Excellent IT skills and a willingness/aptitude to develop these; in particular, knowledge of MS Office is required; * Strong interpersonal skills, with the ability to build effective relationships with a variety of colleagues, parents, boys and examination boards; * Exceptional attention to detail.   Personal Qualities:   * Personal warmth to engage positively and gain the confidence and trust of staff and pupils; * Reliability and flexibility with a ‘can-do’ approach to all duties and responsibilities; * Diplomacy and discretion with a professional approach at all times; * Good team player with good communication skills; * Ability to react appropriately and remain calm in a pressurised environment.   **Working Pattern**   * The role will be for 35 hours per week with an hour for lunch during school term time. It is recognised that at particular pinch points in the year (e.g. during May and June, and leading up to external deadlines) a degree of flexibility will be required. If additional hours are required then time off in lieu will be offered. * The post holder will be expected to work during 32 weeks of school term time, plus an additional 6 weeks outside of term time. These are likely to be from A Level results day (mid-August) to the start of the Michaelmas Half (3.5 weeks), 1 week during the Michaelmas Long Leave, 1 week during the Christmas holidays and 1.5 weeks during the Easter holidays. Exactly how and when the hours are worked outside of term time will be by mutual agreement with the Examinations Officer. * The post holder will be expected to work from the Examinations Office unless otherwise directed. * Paid holiday entitlement is 5.6 weeks including bank holidays. However, when a bank holiday falls during a school term the post holder may be required to work on that day and will be entitled to an additional day’s paid holiday in lieu. The full statutory holiday entitlement is to be taken (including any additional days in lieu) during periods outside of the required 38 working weeks. |