

We are looking to appoint a

## Examinations Officer

<b>Grade</b>	Actual salary £24,749-£26,829
<b>Working hours</b>	Term-time only. 37.5 hours per week, 8.00am-4.00pm (with half hour unpaid break), to include INSET days, plus 37.5 hours to be worked flexibly across the year.
<b>Start Date</b>	As soon as possible.

If you would like further information about the role or an informal chat, please contact the Mrs C Poulton, Deputy Headteacher either by telephone call 01256 322691 or email [charmaine.poulton@aldworth.hants.sch.uk](mailto:charmaine.poulton@aldworth.hants.sch.uk)

*The Blue Coat School, Basingstoke is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

**CLOSING DATE**

31 October 2024

**INTERVIEW DATES**

WC 4 November 2024

# Examinations Officer

## The Blue Coat School

The Blue Coat School joined the South Farnham Educational Trust and is the second, secondary school alongside Brighton Hill School. As such, we are in a great position to be at the forefront of educational developments to provide the best possible school experience for our students.

There is a strong sense of community within the school and a real desire amongst staff to grow and develop our teaching and provision. We are committed to ensuring a truly inclusive, enjoyable and successful school environment for all children.

Every student has a place in our school and the team are committed to high standards and expectations in every aspect of our work. We aim to grow and develop as a school community to meet these expectations which will best prepare our students for a successful and happy life after their journey with us.

## Examinations Officer

The Examinations Officer will be responsible for the management and administration of internal and external examinations, including preparation of timetable, seating plans and invigilation. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods. This includes both public examinations and school examinations. This role is an administrative role, working term time only, plus an additional week, some of which will be during the summer holiday period, to support the GCSE and other exam results period.

## Candidates

We are looking for someone with energy and enthusiasm who is dedicated to supporting students in a school and is willing to work hard. Although previous similar experience would be useful, this is not essential as full training will be provided. We are looking for someone who is willing to learn, attend training and be proactive. The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

The Blue Coat School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the SFET Support Staff Application form (available on our website) and send by email to [recruitment@aldworth.hants.sch.uk](mailto:recruitment@aldworth.hants.sch.uk)

For further information or enquiries, please use the above email address or contact us on 01256 322691.

# JOB DESCRIPTION

## Key Duties and Responsibilities

### Preparation for Exams

- Liaise with SIMS Manager where appropriate to ensure all Year 10 and 11 pupils are allocated Unique Personal Numbers (UPN's) and these are entered onto SIMS accurately
- Liaise with and support the SIMS Manager where appropriate to prepare the Exams module of SIMS for the forthcoming year of exams, reflecting as accurately as possible the exams to be sat and the numbers taking them
- Timely submission of statement of intention to enter candidates and provide numbers
- Liaise with KS4 leader and head of year on entries to external exams board at GCSE and above
- Co-ordinate with teachers to submit coursework to external examination boards where requested
- Receive and securely store external examination papers, checking all required papers are received
- Liaise with Special Needs Coordinator to ascertain special requirements for pupils ensuring such pupils are not disadvantaged during the exam process
- Submit applications for special consideration for disadvantaged students
- Brief pupils on conduct during exams ensuring rules and regulations are adhered to, keeping offences/breaches to a minimum
- Provide briefing papers to staff on invigilation, to maintain a high level of professional awareness during invigilation
- Support, run and ensure validity of internal standardised tests such as CAT's
- Support internal and external moderation validity

### Timetabling and Invigilation

- Timetable mock examinations, liaising with teachers on length of papers and numbers of students sitting the exam
- Ensure adequate invigilation for all exams, appointing, training and deploying external invigilators where required and to meet national requirements
- Recruit and manage staff to invigilate, overseeing implementation to ensure smooth running, making adjustments when staff are absent e.g. through illness
- Liaise with site manager about rooms and layout requirements, ensuring full understanding of requirements
- Resolve any clashes of exams for pupils, minimising the opportunities for students to exchange information on the contents of exams
- Co-ordinate paperwork and payment of invigilators

### Exams and Results

- Report definite and suspected breaches of exam regulations to the headteacher for follow-up
- Be responsible for the collection and posting of examinations scripts to the external examinations boards, ensuring records are kept of their postage and deadlines are met
- Contact pupils and parents to retrieve fees for pupils who did not attend their exam(s), in line with school policy

## Other Duties

- Oversee downloading and distribution of exam results, checking for accuracy
- Be present on results day to assist teachers in efficiently handing out results and to deal sympathetically with any queries or complaints from pupils and parents
- Make arrangements for the re-sit of exams where pupils have failed and wish to re-take the exam
- Check accuracy of DfES statistics, results and certificates before communicating them to the Governing Board and Local Press
- Support and oversee any necessary re-marks
- Support and oversee internal moderation processes, as well as support external moderation visits

- Occasional other admin duties may be required to support whole admin team
- Assist with whole school events e.g. Opening Evening/Food Prep

You will be expected to support the aims and ethos of the school by setting a good example in terms of dress, punctuality and attendance, attending team and staff meetings and being proactive in matters relating to health and safety and safeguarding

# PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• 5 GCSEs (or equivalent) A-C/9-4 grades including English &amp; Maths</li><li>• Able to prioritise workload</li><li>• Able to communicate with students, parents, staff &amp; governors</li><li>• Excellent administrative and planning skills</li><li>• Ability to deal efficiently with high volumes of work and work to tight deadlines</li><li>• Empathy with young people</li><li>• Interpersonal skills</li><li>• Good ICT skills, including Excel &amp; Word</li><li>• Flexibility</li><li>• Able to work independently and as part of a team</li><li>• Resilience and stamina</li><li>• Confidence</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of KS4 classes/courses</li><li>• Working knowledge of entry requirements/deadlines for exam boards</li><li>• Working knowledge of exam board procedures regarding the conduct of examinations</li><li>• Prior knowledge of SIMS Exams Module</li><li>• Experience of working with young people</li></ul>