** EXAMS OFFICER**

**Salary: Single status Grade 5 – 7**

**£19,698 - £22,944 dependent on experience**

Part time permanent post for 25 hours per week term time plus one week to be worked during exams results week in the summer holidays and additional overtime hours as required

Required as soon as possible

**INFORMATION FOR APPLICANTS**

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September 2020

Dear Applicant

**Exams Officer**

Thank you for your interest in this post. I hope that you find the enclosed information useful and that you are motivated to join our college at a very exciting time.

We are St Catherine’s College – preparing students to stand shoulder to shoulder with their peers, locally, nationally and globally.

We are proud of our college, our talented and highly motivated staff and pupils. Our staff team work tirelessly to ensure that teaching is the best it can be and everyone has a role to play in this. We support each other and there is an open, friendly and collegiate atmosphere within our staff team. We believe it is crucial that new members of the team are welcomed and well supported.

Well behaved and hardworking our pupils have achieved outstanding results year on year at our college.

We are:

* An Investors in People Award School, which means that we invest heavily and value the development of all our staff
* An inclusive Church of England School with the benefits of links with The Diocese of Chichester and the opportunity to promote strong lasting values based on the Christian faith

Understandably this letter and our website [www.stcatherines.college](http://www.stcatherines.college), only gives a flavour of life at our exciting college. We therefore encourage visits for prospective candidates to see us in action. We do understand however that visits are not always possible or practical and you would not be at a disadvantage if you are unable to visit the college.

**The Post**

We seek an experienced Exams officer to lead the effective organisation of all internal and external examinations in accordance with the regulations laid down by the awarding bodies.

The successful candidate will ensure the highest levels of organisational support is provided for each student in both external and internal examinations through the submission of accurate information for all examinations.

Accuracy and attention to detail are key requirements for this role as is the ability to collate information from a variety of sources to ensure deadlines for exam entries are met and penalties for late submission are avoided.

This is a busy and sometimes pressurised role and candidates should have the ability to work under pressure. A positive outlook and the ability to work effectively as part of a team is essential.

As with most support staff posts this post is school term time only plus one week to be worked during the school holidays. The Exams Officer is required to work this week in August when the GCSE results are received. The role is for 25 hours per week but during the busiest exam periods we will require the postholder to work overtime up to 37 hours per week.

**We offer you**

**We know it’s a competitive market and are proud of what we can offer:**

* **Excellent career development opportunities**



* **A geographical location**, being situated near Sovereign Harbour, Eastbourne’s award-winning Marina. It is part of several miles of beautiful coastline, including the South Downs National Park, the white cliffs of Beachy Head and 1066 country
* **A friendly**, supportive and caring staff team
* **CPD,** starts immediately upon employment
* **A fabulous staff room** with complimentary tea and coffee
* **A café** that serves at breakfast, break and lunch using freshly sourced ingredients
* **Local Government Pension Scheme**
* **Free Flu Vaccine**
* **Highly visible** supportive senior leaders
* **Great Pupils** – you can make a massive difference to them
* Did you know that buying a house in East Sussex can be cheaper than in many other counties in the UK. Average house prices are lower than the national average.

**Your Application**

Completed application forms and letters of application should be sent directly to the college addressed to Mrs S Windsor, Head of Personnel: swindsor@stcatherines.college, and arrive by no later than **noon on Thursday 24 September 2020.**

Please use the standard application form, accompanied by a letter of application, which must be no more than two sides of A4. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings. We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake a DBS enhanced clearance.

I am conscious of the time and effort it takes to submit an application and am grateful for your interest. Shortlisted candidates should hear from us shortly after the closing date. St Catherine’s is a thriving college with a bright future and a vibrant and collegiate atmosphere within which to work. I am keen that we appoint quality candidates to join what is, I believe, one of the best staff teams. If I can be of any assistance or provide any further information, please do not hesitate to contact me.

Yours faithfully



Solomon Berhane

Headteacher



**Job Description**

**Job Title: Exams Officer**

**Responsible to: Head of Information & Data**

**Grade: Single Status Grade 5 to Grade 7 dependent on experience**

**Main Purpose of the Role**

To lead the effective organisation of all internal and external examinations in accordance

with the regulations laid down by the awarding bodies.

To ensure the highest levels of organisational support for each student in both external

and internal examinations through the submission of accurate information for

all examinations.

To comply with the Examining Awarding Bodies’ regulations.

**Key tasks**

1. To ensure that all examination entries submitted to awarding bodies are accurate and within deadlines.
2. To be responsible for applications for Special Consideration to the Examination Boards.
3. To set up, maintain and disseminate a yearly register of details of current qualifications being studied in the College to include QAN and discount codes.
4. To ensure that the costs of retakes etc are reimbursed by candidates / departments as appropriate.
5. To advise College Leadership on implications for the College arising out of examination timetables.
6. To ensure candidates and staff receive accurate and timely information pertaining to their examinations including publishing timetables and producing individual statements of entry. Ensuring all details are sent to parents and published accurately on the College website.
7. To manage and run examinations, organise appropriate invigilation, access requirements, support any special considerations, liaising with the Cover Manager regarding rooms required, the Site Manager regarding the setting up of examination rooms and Heads of Department and the Senior member of staff responsible for the calendar in the setting up of internal examinations.
8. To take responsibility for downloading and distributing results in accordance with Joint Council for Qualifications regulations and checking of certificates before distribution.
9. To deal with post-results enquiries, applications for remarks, and requests for copies of papers and scripts.
10. To keep up to date with national changes through professional associations, media and training and to seek ways to implement change.
11. To disseminate information, answer enquiries and dealing with complaints regarding internal and external examinations from staff, students and parents/carers.
12. To ensure the health and safety of candidates and staff in and around examination rooms.
13. To ensure that security arrangements concerning examinations papers and results are strictly enforced according to Joint Council for Qualifications requirements.
14. To liaise with awarding body inspectors ensuring they are fully supported on their regular visits.
15. Manage the team of invigilators and provide their regular training.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

A person reading a book shelf filled with books

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**PERSON SPECIFICATION: Exams Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | Desirable | |
| Qualifications and training | * Good basic education | 🖹SIMS training  🖹Qualification in exam management or equivalent | |
| Experience | 🖹✍ Experience of producing documents to a high standard using Microsoft Word and Excel.  🖹✍Experience of undertaking a range of clerical and administrative duties, including data input. | 🖹Experience of working in a college / school  🖹✍Experienced SIMs user  🖹✍Experience of working with your people  🖹✍Exam background | |
| Skills and Abilities | 🖹✍Ability to work in an organised and methodical manner  🖹✍Ability to develop efficient record keeping systems  🖹✍Ability to produce accurate and up to date records and reports  🗣Excellent communication skills  🖹Ability to work under pressure  🖹Ability to organise and prioritise own workload  🖹Ability to demonstrate initiative  🗣Ability to show sensitivity and objectivity in dealing with confidential issues  🗣 Ability to present a professional college image   * Able to manage time effectively and work to deadlines |  | |
| Knowledge and Understanding | * 🗣Knowledge of basis office routines | 🖹Knowledge of Exams procedures | |
| Values | * 🗣 Be broadly in sympathy with the aims and ethos of the School * A commitment to comprehensive education, equal opportunities and inclusion * A passionate commitment to achieving the highest standards for all learners | * 🗣 A practising Christian |
| Personal Qualities | * Shows warmth, care and a sensitivity to the needs of others * Is self-motivated and hard working * Possesses a sense of humour and the humility to admit mistakes * Shows imagination, vision and proactivity * Possesses an infectious enthusiasm, stamina and considerable energy * Ability to work under pressure to achieve, to have high expectations, lead by example and meet deadlines | 🖹 Has a good health and attendance record |

**Criterion assessed by:** 🖹 = application form; ✍ = letter of application; 🗣 = interview



A group of people standing in a room

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