



Examinations Officer Applicant Information Pack



Aspiration

We strive to be the best we can be

Care

We look after one another and ourselves

Community

We are proud to belong to our school and local area

Integrity

We are honest and do and say the right thing



Perseverance

We never give up, even when we find something hard



Respect

We are polite, kind and considerate of the feelings and rights of others

Examinations Officer

Permanent

Full time, term time plus 10 days

Salary: Grade 7 - £27,286.50 - £28,680.38

Required: as soon as possible

Churchill Community College is seeking to appoint an Examinations Officer to manage all aspects of internal and external examinations within the school. Part of the role will also contribute to the planning and organisation of school visits and the arrangement of cover.

We are looking for someone with drive and energy. The successful candidate will have exceptional attention to detail and time management, with a methodical, pro-active approach to work. Highly competent IT and data entry skills are essential attributes for this post.

You will have strong communication skills and be able to demonstrate a high level of customer care and integrity. The role will suit enthusiastic individuals who can comfortably establish excellent working relationships with staff, students and external agencies.

While the post is best suited to someone who understands the examination system, it is of greater importance to be organised and computer literate with excellent attention to detail and problem-solving skills.

This is a full-time post working 37 hours per week, term time. The additional 10 days required of this post are to support exam periods and external examination results days.

Deadline: 9am on Monday 27th January 2025

Interviews will take place as soon as possible after the closing date.

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned via email to recruitment@churchillcc.org. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the School's Safeguarding Policy which is available on our website.



Job description

Post title:

Examinations Officer, Grade 7

Responsible to:

SLT

Main Purpose:

To be responsible for the efficient and effective management and administration of all internal and external examinations within the school, including liaising with staff, students, invigilators and examination boards and training exam invigilators. To contribute to the planning and organisation of school visits and the arrangement of cover.

Duties and Responsibilities:

- Full responsibility for internal and external examinations.
- Supervise, train and develop staff, as appropriate, for exam Invigilation.
- Contribute to the organisation and administration of school visits.
- Contribute to the management of the school diary, including the arrangement of cover.

Exams

- To ensure that all internal and external exam related administration, preparation and procedures are undertaken in an accurate and timely manner.
- To maintain an internal tracking system for entries, access arrangements, coursework, estimated grades, special consideration, results, cash-ins and declines, including adherence to examination board deadlines and, where necessary, signatures for audit purposes.
- To liaise with staff regarding student examination entries and deadlines.
- To create a detailed exam timetable for each examination season including candidate timetables, seating plans, access arrangements and invigilator timetables.
- To make arrangements for the specific needs of individuals (e.g. SEN), and external entrants who are not school students, to sit examinations elsewhere.
- To work with the SENDCO to ensure that all students have the correct access arrangements for examinations.
- To communicate exam timetables to Leadership, staff, students and parents/carers and deal with any clashes and queries.
- To be responsible for the preparation of examinations, including room set up, attendance registers, secure storage and checking of papers, providing and checking seating plans and equipment, as well as liaising with the Site Manager regarding room set up and advance notice for examination room preparations.
- To be responsible for ensuring the recording and secure storage of examination papers and completed scripts until dispatched to examination boards.



- To liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements and to ensure all records for examination boards and inspectors are maintained.
- To organise the school's invigilators, including training, timetables and ensuring up to date information is provided to them.
- To be responsible for downloading and collating examination results, including into SIMS, attending results days, organising the printing of results slips and coordinating the secure distribution to candidates on results day.
- To arrange, check and distribute exam certificates to students.
- To deal with queries about examination results (post examination services), arrange for remarks and deal with any complaints arising. To communicate all changes to the Leadership Team, Curriculum leaders, teachers, students and parents/carers.
- To be responsible for recovery of monies from candidates or absentees.
- To provide data and analysis where required, on examination entries, estimated grades, decisions for access arrangements and results, including where necessary, signatures for audit purposes.
- To deal with cases of malpractice according to the regulations of awarding bodies.
- To contribute to the planning and monitoring of the examination budget in collaboration with Leadership and Finance, raising budgetary concerns and communicating changes where necessary.

General

- To provide cover for front office duties when required.
- To support with the management of the school diary, including arranging daily cover when required.
- To support with the administration of school visits.
- To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.
- The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description is current at the time of post, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the school's business



Person specification

Examinations Officer

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Degree or equivalent experience in a relevant area of work or an equivalent professional qualification. • Excellent working knowledge of the core Microsoft and other applications used in school, e.g. SIMs, MS Excel, SMID. • Knowledge and understanding of legislative and regulatory frameworks related to curriculum 	<p>Knowledge of the current developments in schools, including relevant government policy</p>
Experience	<ul style="list-style-type: none"> • Substantial relevant experience of using Management Information Systems, IT, Data and Administrative software. • Preparation of clear and concise reports. • Experience of supporting and training other staff. 	<ul style="list-style-type: none"> • Relevant experience in a school/educational setting • Up to date knowledge of national examination practice and procedures
Aptitude and skills	<ul style="list-style-type: none"> • Highly adept at writing, reading and analysing information for presentation and discussion. • Specialist skills in data management. • Ability to carry out analysis of examination entries and results and provide information to the relevant stakeholders. • Well-developed negotiation skills. • Ability to manage a range of conflicting priorities across different areas of work. • Excellent communication skills, both written and verbal • Ability to work on own initiative with minimal supervision • Precision and speed required when maintaining all records. • Flexible. 	
Personal qualities	<ul style="list-style-type: none"> • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player • Able to organise, plan and prioritise effectively • Flexibility, adaptability and creativity 	



Safeguarding

Churchill Community College has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

Churchill Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce, and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

