

TITLE OF POST: DEPUTY EXAMINATIONS OFFICER

We are the Stephen Perse Foundation. Extraordinary things happen here every day.

The Stephen Perse Foundation is inspiring. It is a community in which everyone, both students and staff, achieves and makes a contribution every day.

For us, our examination results, brilliant as they are, are not an end in themselves. Instead, they are a small part of a much broader process and experience. That process is all about added value, something we offer and look for in staff as much as in students. It is something in which every journey both begins with and is built around the individual.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud about.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys right through the Foundation, with a diamond formation for learning for both boys and girls in the Senior School. It's a twenty first century vision of single-sex education that we believe is right for the future.

Responsible to: Information & Exams Manager

Location: Senior School and Sixth Form

Role description:

To assist the Examinations Officer in liaising with exam/awarding bodies, Senior Leadership Team, Heads of Department, Teaching staff, candidates, Invigilators and other stakeholders to ensure the comprehensive delivery of external and internal examination requirements throughout the Foundation. To assist with academic staff cover arrangements during term-time.

Main Responsibilities to include:

Pre Examination

To assist the Examination Officer in:

- Encouraging a positive examination culture in the school
- Liaising with all relevant staff regarding entries for GCSE, IGCSE, A Level and other public examinations
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students, and parents/carers

- Submitting entries for external examinations to awarding bodies in advance of deadlines
- Processing exam entries, timetables and results using the Schools Information Management System (SIMS)
- Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place
- Organising exam materials. This will include providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations
- Organising the examination rooms in accordance with regulations
- Providing a centre timetable to include dates, times, venues and numbers of candidates
- Resolving examination clashes in accordance with regulations
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables
- Collecting and despatching worked scripts in accordance with the regulations
- Arranging invigilation, including briefing and training invigilators in school procedures, and producing invigilation timetables
- Supervising invigilators
- Making external examination arrangements for private candidates
- Arranging external examinations for non-curriculum subjects, including languages

Post Examination

To assist the Examination Officer in:

- Being present and available in school on the days around when results are notified, and assisting with the distribution of results to candidates
- Assisting with the production of analyses of examination results as soon as practicable
- Assisting with providing statistics on examination entries and results for the Senior Leadership Team, Governors, and the Department for Education
- Checking Department for Education and other examination statistics before publication
- Overseeing the checking and distribution of certificates
- Processing enquiries about results, remarks and requests for return of scripts
- Ensuring that costs of retakes are reimbursed by candidates/departments

Assessment and Mock Examination

To assist the Examination Officer in:

- Managing the running of internal examinations. This will include the planning, room booking, invigilator booking, producing timetables, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place
- Manage the assessment and testing days for internal and external candidates

Management and self-development

- Deputise in the Examinations Officer's absence
- Keep up to date with the requirements of the role, latest procedures, and regulations through attendance at appropriate awarding body and other INSET training meetings

Cover

- Be responsible for cover arrangements for academic staff and ensure that the cover system runs efficiently

GENERAL RESPONSIBILITIES

- To build and maintain good working relationships with all Foundation colleagues
- To assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Proactively identify areas for improvements within the Foundation
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Take responsibilities for own Health and Safety and that of your colleagues
- To be flexible with a 'can do' attitude

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance.

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK.

Salary guide

The Stephen Perse Foundation has its own competitive salary scale. Remuneration will be in accordance with candidate experience.

Hours of work

Hours of work will be 8.00am – 4.00pm Monday to Friday, weekend work 3-4 days per year, 37.5 hours per week term time only plus 3 weeks or if preferred 52 weeks.

Given the nature of the examinations schedule it is envisaged that hours can be spread across the year to allow for more time during the examinations periods. A degree of flexibility on part of the post holder is therefore expected.

Benefits

- Holiday must be taken in accordance with the school holiday calendar
- Teachers' pension scheme

- Private health and dental plan subscriptions (prorate for part time)
- Staff discount on School Fees of 25% (pro rata for part time) should staff have a child at Dame Bradbury's, Stephen Perse Sixth Form College, Senior School, Junior School or the Pre Prep after two years' continuous employment
- Cycle to work salary sacrifice scheme
- Salary sacrifice childcare vouchers
- Travel 4 Cambridgeshire discount scheme
- Lunch and refreshments provided

Invitation for interview and recruitment arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the form which must be cleared before the applicant can commence work. Such checks may take three to four weeks.

If called for interview, you will be required to bring your Birth Certificate, Passport, current driving licence or utility bill and professional qualification certificates. References may be taken up before interview. Internal applicants will be required to provide two references, one from their current line manager and one from a colleague.

Data Protection Statement

The Stephen Perse Foundation adheres to the Data Protection Act 1998. In order for us to process your application for employment, we capture information about you. This may include your physical and mental health, and any criminal convictions you may have. All information will be kept confidential. This information will only be used to process your application for employment. Your criminal record is used to enable us to discharge our legal obligations as a School. We destroy this information once we have obtained it, and simply log the fact that we have seen it. Your physical and mental health details enable us to assess that you will be able to fulfil the demands of the job. Should your application be unsuccessful we will delete all your information from our systems and dispose of it in a secure manner, unless you request that we retain it.

Application process

The closing date for applications is 19th February 2018 at noon.

Interviews will be held on 21st February 2018

Please submit applications via our recruitment page at www.stephenperse.com/recruitment

We are unable to accept CVs as a method of application

PERSON SPECIFICATION
TITLE OF POST: DEPUTY EXAMINATIONS OFFICER

	Essential	Desirable
Qualifications	Educated to A Level standard or equivalent	Educated to degree level or equivalent
Knowledge & Experience	Has experience running the examinations process Experience of exam compliance	Experience of working in a school or similar establishment Working knowledge of SIMS software package Experience of school entrance testing Experience managing a small team of exam invigilators
Skills & Aptitudes	Excellent logic and problem solving skills Excellent organisational skills with the ability to work to targets and strict deadlines Ability to forward plan Excellent communication skills in order to liaise with parents, staff and other agencies Commitment to helping all students achieve the highest possible standards Good written and verbal communication skills Able to work methodically and accurately Team player with personal initiative and drive	Excellent IT skills, preferably including the ability to use Apple devices Project management experience
Personal Attributes	Relationship builder Willing to learn Professionalism and Integrity Dedication and Enthusiasm Energy and Resilience Approachability Flexibility	