



Exams Officer

Candidate Information Pack

October 2018

Exams Officer – Post Details

The Kingston Academy seeks an Exams Officer to work under the direction of the Assistant Head and take responsibility for ensuring that external and internal examination processes are managed accurately and efficiently. The successful candidate will also contribute towards the definition of the school policy on examinations and keep the policies under review and up-to-date.

Scale:	Operations pay scale F to G dependent on experience
Salary:	£25,249 to £32,964 pro rata
Commitment:	44 weeks per annum (term time + 5 additional weeks – to include 2 weeks around GCSE & A Levels results in Summer holidays)
Contract type:	Permanent
Commencement:	January 2019

Application Process

Please visit the Careers section of the school website where you will find the details for this role and a link to an online application form.

Assessment Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out an exams related in-tray exercise;
- Meeting with a panel of our pupils for informal question and answer session;
- Written safeguarding exercise;
- Interview with Head Teacher, Assistant Head and Data Manager.

Key Dates

- Deadline for applications is midday on midnight on Sunday 18th November 2018.
- Assessment day will take place on Thursday 22nd November 2018. (Candidates should keep this day free when applying for the role).

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of teaching and operations professionals. The opportunity to share in the architecture of a new school and be integral in its delivery is unique.



The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension, with state-of-the-art STEM provisioning, to house our growing school will be well underway. The addition of a new Year 7 intake in September 2018 takes total pupil numbers to over 720, whilst original History Makers, entering in Year 10, are starting their GCSE work programme. In addition, planning for the development of our Sixth Form has begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. An assistant head teacher would be happy to meet with you and tell you about the school and our journey so far. You can contact the school office on 0208 465 6200 to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.

A handwritten signature in black ink, which appears to read 'Sophie Cavanagh'. The signature is fluid and cursive.

Ms Sophie M Cavanagh

Head Teacher - The Kingston Academy

Background to the school

The Kingston Academy is an ambitious new Outstanding secondary school, set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has four year groups (7, 8, 9 & 10) and will grow annually by one additional group, eventually to include a sixth form.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. Our recent Ofsted Inspection (May 2018) resulted in the school being judged 'Outstanding' in all categories.

The school is located in newly renovated premises built around a central quadrangle garden, not far from the river in North Kingston. In 2019, we look forward to taking possession of our significant new build extension. This will offer the school a wide range of additional state-of-the-art facilities: STEM laboratories, a demonstration workspace, sports hall and fitness suite, classrooms, catering hall and much more.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Exams Officer Job Description

The Board of Trustees is looking to appoint an Exams Officer to administer and organise all aspects of internal and public exams (GCSE, A Level and BTEC Courses). The successful candidate will have a working knowledge and experience of the public exam system. They will be highly organised with strong attention to detail.

Reporting to: Assistant Head Teacher in charge of Pupil Data and Information

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role. If you are recruited to a position which does not currently have a full teaching load you will be expected to fulfil other duties and/or roles.

Core Purpose

Lead on the day-to-day management of all aspects of the examination processes, ensuring the smooth running, integrity and security of assessments and deliver a positive, supportive experience for all examination candidates. Adopt a meticulous approach to the management of exam applications and results delivery.

Role Specific Responsibilities

Examinations

- In conjunction with the Data Manager and member of SLT leading on examinations/assessments support the preparation, maintenance and communication of robust and compliant policies, procedures and protocols relating to the management of national and internal examinations and formal assessments, in accordance with best practice and regulatory frameworks. Liaise closely with staff, JCQ and relevant awarding bodies to ensure the school fully complies with all requirements.
- Ensure all procedures and routines relating to examinations are in place and that the school provides the best possible examination experiences to enhance progress.
- Manage all aspects of exam entries, timetables, security of papers and invigilation including when necessary timely and effective pre and post examination communication with colleagues, staff, parents, pupils, partners and examination boards. Provide full line management for all invigilators (including internal staff undertaking invigilation) including, recruitment, training and performance management.

- Ensure the central recording of pupil assessments and target-setting is recorded and in conjunction with Data Manager ensure the necessary returns regarding examinations and school performance tables are completed accurately and on time.
- In conjunction with the Data Manager provide analysis of examination results for the SLT and Governors immediately following their publication.
- Work proactively and collaboratively with colleagues to ensure that the internal examinations and formal assessment processes are fully supported at all key stages.
- Liaising with the Data Manager and Head Teacher manage income and expenditure from the examinations budget in accordance with the school's financial regulations and best practice.
- Act as first point of contact for all internal and external communications relating to examinations.
- Manage the end to end process for accurate exam entry ensuring excellent communication with Team Leaders, pupils, staff, parents, exam boards and other external partners.
- To liaise with SENCO to ensure effective and compliant access arrangements are in place.
- Provide expert advice to school staff, handle all enquiries and under direction of Head Teacher, lead on investigations into any matter relating to the administration of the exams process.
- To manage the distribution recording and communication of results at both KS4 and Post 16 the individual pupil and whole school level efficiently and accurately. This ranges from being the first point of contact for post -results service, to publishing statistics, analysis and reports on exam results and distributing certificates.

Strategy and Policy Development

- Support the Data Manager in shaping policy and strategy to optimise the effectiveness of the Support Services in general and the exam process in particular, with the objective of helping build capacity to strengthen teaching and learning to improve pupil outcomes.
- Contribute to team plans and programmes ensuring that they reflect the school's priorities and key objectives.

Financial Responsibilities

- Together with the Data Manager, contribute to the management of the school's examination budget. Ensure the budget is managed within a culture of value for money, cost efficiency and in accordance with the school's financial regulations.

Leadership and Management

- Take the lead in all matters relating to the exam process. Provide leadership to the Exam Invigilators, promoting a culture of high performance and continuous improvement that strives to achieve service excellence through the principle of collaborative and flexible working towards shared goals.
- Maintain an expert knowledge and level of skill in exam administration and other relevant aspects of the role through a commitment to developing the skills and knowledge of colleagues. Take ownership of own professional development and support the professional development of others through support, advice, coaching and training.
- Take ownership of own professional development, internal collaborations and external networks in order to contribute to service quality, research excellence and innovation. Support the professional development of others through support, advice, coaching and training.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- To carry out certain additional whole school duties per week, in line with all operational staff at TKA (e.g. conducting one lunchtime supervision duty per week, carrying out a Hawker Walk per week etc.).
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before

appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Exams Officer - Person specification

	Essential	Desirable
Five GCSE's at Grade C or above (or equivalent) including English Language and Mathematics. All Applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in the post.	✓	
High level of education	✓	
Hold or willingness to undertake supervisory qualification at level 3 or above.	✓	
Prior experience of managing a complex exam process in a secondary setting	✓	
Experience of supporting individuals to meet agreed objectives and milestones.	✓	
Evidence of successfully working as part of a team and openly exchanging information and supporting colleagues.	✓	
Pro-active approach to working with the ability to suggest and implement new systems / ways of working.	✓	
Proven ability to meet tight deadlines.	✓	
Ability to demonstrate effective written and verbal communication skills.	✓	
Ability to demonstrate an understanding and practical application of the importance of quality at work.	✓	
Excellent data input skills with a high level of accuracy – demonstrable attention to detail.	✓	
Ability to use Word, Excel and other MS Software at Intermediate level as a minimum.	✓	
Proven ability to manage complex specialist database systems.		✓
Proven ability to effectively handle confidential data in an appropriate and secure manner.	✓	
Experience with SIMS Examinations.		✓

Experience with Google applications and Drive usage.		✓
Experience of working in a flexible and positive manner, being adaptable to changing work patterns and supporting others to do the same.	✓	
Ability to work alone and be self-motivated.	✓	
Ability to manage a substantial workload, prioritise effectively and supporting others to do the same.	✓	
Willingness to undertake appropriate training relevant to the job role.	✓	
Experience of communicating and ensuring compliance to regulations.		✓