STANLEY PARK HIGH

Examinations Officer
Recruitment Information Pack

Igniting a Passion for Learning

"Stanley Park High is an innovative and imaginative school, where students are very successfully prepared for their future lives."

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Dear Candidate

Thank you very much for your enquiry regarding the position of **Examinations** at Stanley Park High. This key position has recently become available and the Governing Body, together with the students, parents and staff, are seeking a talented individual who has the qualities to '*Ignite a Passion for Learning*'.

Stanley Park High is a flourishing and vibrant community school for students of all abilities, housed in a state of the art building with facilities that fully meet the demands of learning in the 21st Century. We retain an absolute focus on our belief that excellent relationships are vital to achieving effective learning and we are a Lead School for Human Scale Education. Consequently, we value 'small'. To this end Stanley Park High operates a 'Schools within Schools' model, whereby most of our 1100 students are divided in three smaller communities: Performance, Trade and World. Our fourth community, Horizon, supports the learning of students with ASC.

The School has recently been awarded 'Secondary School of the Year' by the TES and in November 2015 we received Ofsted recognition for our commitment to a student-centred school, with inspectors grading our school 'good' with personal development, behaviour and welfare of students rated 'outstanding'. The report described us as "innovative and imaginative where pupils are very successfully prepared for their future lives." Inspectors also noted that "practically all students respond to the school's motto of **'Igniting a Passion for Learning'**. This is done by blending positive relationships, in small class sizes, with an exciting curriculum.

Our innovative and responsive curriculum ignites the learning experience of all our students. In Years 7 and 8 all students learn our unique competency based 'Excellent Futures Curriculum' alongside English, Mathematics, Science, PE and MFL. From Year 9 to Year 13 our offer is extremely responsive to the passions, interests and aspirations of our students. It enables them to combine the broad range of core subjects with significant specialist option choices that prepare them for further study, as well as practical skills for life and work.

Our learning and teaching is guided by several key principles. Notable amongst these are that learning should be experiential, enquiry based, practical, authentically assessed and related to real life. The quality of this Learning and Teaching is recognised by Universities and Teacher Training Institutions, who regularly seek our assistance in educating the next generation of teachers. We are committed to continuing professional development and are part of a local training school alliance due to the excellence of our work in this area.

We believe that this post provides an excellent opportunity for a talented individual to be a part of a school willing to take risks, push the boundaries in developing an innovative approach and, as a result, is viewed as an evolving success story.

We very much look forward to receiving your application.

Yours sincerely,

Mr David Taylor
Executive Headteacher

Ms Carol Symons
Associate Headteacher

Vision

Igniting a Passion for Learning

Every member of Stanley Park High will have:

- Ambition, commitment, resilience and perseverance
- Confidence to take risks
- An ability to organise and present themselves effectively
- Intellectual curiosity
- Imagination and creativity
- Initiative and self-motivation to learn independently and with others
- Optimism for a future in a rapidly changing world

The Application Process

We hope that this application pack and our website **www.stanleyparkhigh.org.uk** 'Ignites a Passion' sufficiently in you that you feel it important to apply for this post.

Please visit our website for an application form. Please ensure that you respond fully to the Person Specification and that your Personal Statement does not exceed two sides of A4 Arial Size 10. Our preferred method of application is by email to **recruitment@stanleyparkhigh.org.uk**

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

If you have any questions regarding any aspect of the application process or need additional information please contact Miss Horrigan on **recruitment@stanleyparkhigh.org.uk**

Closing date for receipt of applications: Midday on Friday, 8 December 2017
Interviews to be held: Thursday, 14 December 2017

Examinations Officer

required as soon as possible

ATP&C Salary Scale 6/SO1 points 26-31
(Actual salary £22,391 - £26,183 depending on experience)
Term time + 20 days (5 inset days, 10 days to be worked during summer break and 5 other days)

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We are seeking a highly organised and motivated individual to be responsible for the effective management of our internal and external exams process. The successful candidate will be numerate and familiar with Excel and Sims Exams Organiser. Previous experience of working in an academic environment or exams office is essential.

Do you have:

- Excellent ICT skills
- Experience of and a passion for working in an educational environment
- The ability to form excellent professional relationships
- Excellent communication skills

Hours: The normal hours of duty will be 36 hours per week; typically the working pattern will be similar to:

Monday	08:00 – 16:00
Tuesday	08:00 – 16:00
Wednesday	08:00 – 16:00
Thursday	08:00 – 15:45
Friday	08:00 – 16:00

It may be necessary to vary this pattern on certain occasions during the year. The above hours include a daily unpaid lunch break of 45 minutes.

Probationary Period: New employees to the school will be required to satisfactorily complete a six-month probationary period of service.

Please visit our website **www.stanleyparkhigh.co.uk** for the job description, person specification and an application form.

Our preferred method of application is by email to **recruitment@stanleyparkhigh.org.uk**

Stanley Park High is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service.

JOB DESCRIPTION

Job title:	**Examinations Officer**
Scale:	**6/SO1**
Line Manager:	**SLT Exams Lead**
Hours per week:	**36**
Weeks per year:	**Term time + 20 days (5 INSET days, 10 days to be worked during summer break and 5 days during school closure as directed by the line manager)**

Purpose of post

This post will encourage a positive examination culture in the school to which all staff and students subscribe. This post will be responsible for the administration, organisation and smooth running of all external and internal examinations.

Specific Duties

Exam entries and exam concessions

- To maintain an up-to-date working knowledge on examination entry requirements and access arrangements criteria
- To liaise with all Subject Leaders regarding examination entries to submit entries for external examinations to awarding bodies in advance of deadlines
- To work closely with the SENCO to ensure that applications to examination boards are made for all students who are entitled to have access arrangements. The SENCO will identify the students and process the applications and the examinations officer will ensure that all relevant documentation is maintained and accessible in anticipation of an inspection

Lead the smooth running of all examinations

- To keep up-to-date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies, and ensure school policy reflects this practice
- To ensure all examination papers and stationery are delivered safely to the school, and to be responsible for their strict security and ensuring that completed papers are despatched promptly and appropriately
- To make appropriate timetabling and room arrangements for the above and to ensure that proper examination invigilation of the examinations is put into place
- To resolve examination clashes in accordance with regulations
- To organise the examination rooms in accordance with regulations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and ensuring that arrangements for access arrangement candidates are in place
- To collect and despatch worked scripts in accordance with regulations
- To make external examination arrangements for private candidates
- To arrange external examinations for non-curriculum subjects, including community languages
- To make arrangements for internal examinations, including the production of the timetable, rooming and invigilation
- To ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations

The administration of the results of examinations and data

- To be present and available in school on the days when results are notified, and to oversee the distribution of results to candidates
- To receive examination results and certificates, and to make arrangements for their issue
- To process enquiries about results and requests for the return of scripts and to deal with issues relating to appeals, re-marking and other administrative issues such as pupils who miss examinations through illness or require special consideration
- To be present and available in school to produce post examination documentation for the Senior Leadership Team and Middle Leaders including broadsheets, component marks reports and subject moderation reports – all to be presented to SLT and Middle Leaders on the first day of the academic year
- To deal with enquiries from parents / carers and students, including former students
- To work in liaison with the nominated members of the Senior Leadership Team and Assessment and Data Officer to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed
- To provide statistics on examination entries and results for the Executive Headteacher, Senior Leadership team, Governors, Local Authority DfE, etc
- To check DfE and other examination statistics before publication
- To provide the Assessment and Data Officer with a summary of examination results to facilitate analysis so this can be presented to the Senior Leadership Team and whole school staff on the first day of the academic year
- To assign all Year 9 – 13 students with a Unique Learner Number and maintain database for admissions
- To support parents and students access to their online school data when available
- To generate and compile the printing of interim reports and full school reports for all year groups
- To analyse data arising from questionnaires and surveys which the school may carry out from time to time, and to respond appropriately

Management of resources

- To be responsible for the management of the examinations budget
- To ensure that the cost of retakes etc. are reimbursed by the candidates / subjects as appropriate
- To co-ordinate the team of invigilators, with the support of the Lead Invigilator, including training, deployment and assisting with the recruitment of invigilation staff

Communication of information

- To brief candidates on examination regulations and to produce written guidelines for staff and students
- To ensure that all pupils are given all the necessary and relevant information about examination entries, including the dates and times of the examinations, conduct during the examinations and the collection of results and certificates, and that this information is given in good time
- To use different media formats to facilitate effective communication of examination information (including hard paper copies / use of the website & digital signage etc)

Support for the school

- To ensure a good knowledge of the whole school calendar and forthcoming events by reading the Headteachers' Blog, MLE and weekly briefing notice and liaising with appropriate staff in advance of events as required
- To attend, where appropriate, whole school events
- To ensure all students have equal opportunities to learn and develop
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students
- To contribute to the vision and ethos of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance management as required
- To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager

Equal Opportunities

To carry out, at all times, the duties and responsibilities of the post with due regard to the school's equal opportunities policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Examinations Officer

Please state, on the application form, in numerical order, how you meet the following selection criteria. Candidates will be shortlisted entirely on the basis of the extent to which they meet the criteria in their application form. Please ensure that you address every aspect, in turn, and number them under each heading. **All elements are essential unless otherwise stated**. Where 'desirable' is stated, only comment if you have the appropriate skills or experience. **Please ensure that your supporting statement is no more than two pages of typed A4**.

	Method of Assessment
Qualifications and Experience	
1. Experience of working within an education setting	I/A/C
2. Good numeracy / literacy skills (minimum of grade C at GCSE or equivalent) in both English and Maths	I/A
3. Up to date knowledge of national examinations practice and procedures	I/A
4. Good working knowledge of databases, spreadsheets and relevant software, including SIMS	I/A
Skills, Knowledge and Understanding	
5. To be very well organised and produce high quality work that meets all deadlines	I/A
6. To be able to present yourself very effectively, in both speaking and writing	I/A
7. To be able to co-ordinate a team of staff to follow clear procedures	I/A
8. To work calmly, methodically and with meticulous accuracy	I/A
9. Able to understand and respect the need for discretion, sensitivity and confidentiality	I/A
10. Able to understand data, analyse and interpret it for a range of audiences	I/A
11. Able to lead and develop systems to ensure best practice	I/A
12. Able to deploy resources effectively, using initiative and being guided by budget constraints	I/A
13. Able to problem solve in response to queries from subject leaders, parents, students etc. and to be able to make informed decisions	I/A
Personal Qualities	
14. Be ambitious and have high expectations of yourself	I/A
15. Be able to demonstrate strong resilience in the face of adversity	I/A
16. Be able to persevere to achieve the best possible outcome	I/A
17. Be intellectually curious and keen to learn alongside students and co-workers	I/A
18. Be able to use your imagination and be a profound thinker	I/A
19. Be creative – develop new ideas/solutions that have real value	I/A
20. Be motivated to use your initiative – be an excellent self-starter, identifying areas for self development	I/A
21. Be optimistic by nature	I/A

Key: A = Application, I = Interview and assessment, C = Certificate

Stanley Park High
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www.stanleyparkhigh.co.uk

Stanley Park High is part of Academies of Inspiration: a company limited by guarantee
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