

**EXAMINATIONS OFFICER**

**Grade 9 - £19,821 - £21,921 per annum**

**35 hours per week term time**

**Plus an additional 3 weeks for training days/exam results periods**

**8.30am – 4.00pm, Monday - Friday**

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Vision, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

**Our Vision**

*Valuing Everyone, Achieving Excellence*

**Our Motto**

*Work Hard, Be Kind*

**Our goals**

The goals of our trust:

* **Outstanding levels of progress and achievement for all**
* **Outstanding levels of wellbeing for all**
* **Outstanding preparation for adult and working life**
* **Outstanding family and community engagement**
* **Outstanding levels of professional learning for all**

***Informed by “Schools of Tomorrow”***

Testimonials

**Extract taken from email correspondence, following a tour of the school by a prospective parent**

**(April 2016):**

*‘I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave’.*

**Written comments from parents following Year 9 Progress Evening (2017):**

*‘My child always talks positively about school to other children the same age, which I think is a good indicator that he is enjoying school’*

*‘Welcoming, approachable, friendly and knowledgeable staff’.*

**Written comments from parents following Year 11 Progress Evening (2017):**

*‘The teachers have pride in their teaching and in the pupils’ progress. They really care and are prepared to go the extra mile to support the students’.*

*‘My son seems to have progressed so well in most subjects. I feel this is due to good relationships he has been able to form with teachers and the standard of the lessons’.*

**Written comment from parent at the end of KS5 (2016):**

*‘This is my final parents evening after my youngest daughter is coming to the end of her years at GCE. Thank you for very happy years for my three daughters and for their excellent education!’*

**Thank you from parent of ex-student taking up a place at Cambridge University (2013):**

*‘To all the staff at Brookvale Groby Learning Campus.*

*My son has just started at Cambridge University studying Engineering.  It was his ambition to go there and this summer, he achieved the grades he needed.  We want to acknowledge the great teaching and support he received during his time with you.  He progressed well academically, but also grew so much in maturity and confidence. With thanks to you all for your hard work and dedication.’*

**Extract of letter from staff member:**

‘*I have thoroughly enjoyed my time on campus.  It has been a real pleasure working with staff who are always friendly, extremely supportive and willing to share ideas and knowledge.  I have really appreciated having a senior leadership team which is so warm towards its staff and open to their comments and new ideas.*

*The children I have taught have made me smile, laugh and cry!  I will miss my relationship with them and that buzz you get from seeing them progress.  It does, however, give me great satisfaction to think that I have put into place schemes of work for pupils and created learning opportunities for them which should continue even after I have left.*

*I am sad to leave a post which I still love.  Once more, thank you for all of your support and kindness.’*

**Extract of letter from staff member:**

*‘I have been very fortunate to have worked with amazing people. I have learnt so much as both a Teacher and as a Head of Department.*

*I will truly miss everyone here, and it really has been an amazing experience. Thank you for allowing me to be part of such a wonderful group of people.*

*I wish every success to the campus.’*

GENERAL INFORMATION

The Brookvale Groby Learning Campus is a highly successful 11-19 educational organisation created from the integration of two schools on the same site. Brookvale High School is an ‘outstanding’ 11-14 school and Groby Community College is a 14-19 upper school graded ‘good with outstanding features’ in its last Ofsted. Together, the campus meets the educational needs of 1,600 students with nearly 400 at Post 16, and we became a Multi Academy trust together at the beginning of April 2017.

We have a strong ethos of ***valuing everyone*** and ***achieving excellence*** for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence the motto we use on a daily basis with our young people is ***work hard, be kind*** which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

You will be joining a support staff team, who thrive on helping our students to be the very best that they can be. You will be supported along the way, and if you enjoy a busy and varied schedule, working with young people, then this is the job for you.

We look forward to hearing from you.

The Application Process

Completed application forms should be returned to [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com)

Or by post to

F.A.O. Tracey Malsbury

**Brookvale Groby Learning Campus**

**Ratby Road**

**Groby**

**Leicester**

**LE6 0FP**

A letter will be sent to shortlisted candidates with details of the interview process.

**Queries**

If you have any queries on any aspect of the application or need additional information please contact Tracey Malsbury, PA to Headteacher on 0116 2879921.

Thank you.

The Role

**Examinations Officer**

**Grade 9 - £19,821 - £21,921 per annum**

**35 hours per week**

**Additional 3 weeks for training days/exam results periods**

We are looking for a highly competent, adaptable and committed Exams Officer to join our support staff team.

The role has responsibility for all aspects of the mock and public examination process including entering candidates with external Examination Boards and liaising with relevant staff to ensure that students are entered for the correct examinations with the appropriate Board.

The successful candidate will ideally have previous experience/knowledge of the examinations process combined with meticulous ICT and organisation skills, excellent interpersonal skills as well as being resilient and able to work to tight deadlines and under pressure.

Hours are 35 hours per week, 8.30am to 4.00pm Monday to Friday,

with ½ hour unpaid lunch.

The role also requires availability over the summer exam results periods (two weeks at the end of August).

For further details and an application form please contact

Tracey Malsbury on 0116 2879921 or [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com)

**Closing date – 12.00 noon, Monday 19 February 2018**

**Interviews to be held within one week**

*The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Record Bureau.*

February 2018

Dear Applicant

**Examinations Officer**

Thank you for your interest in the Examinations Officer vacancy within the Brookvale Groby Learning Campus.

We hope the documents provided help you to gain a feel for the school and if you would like to visit us as well, we would be delighted to show you round. Please contact Tracey Malsbury on 0116 2879921 or [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com) to make an appointment.

All the documents to support this application process are available on our campus website – www.brookvalegroby.com.

To apply please complete the following:

* Application Form
* A letter of application, no more than two sides of A4, word processed using font size no smaller than 10

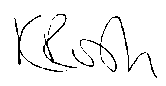
Your letter needs to be addressed to ourselves, and if you would like to e-mail your application then please send this to Elaine Freeman on the email address above.

The closing time and date for this post is **12.00 noon, Monday 19 February 2018**. The interviews will be held within 1 week from that date. If you have not heard from us by then, please assume that your application has not been successful on this occasion. If this is the case, we would like to thank you for your interest and the time spent in applying.

This post will be subject to an enhanced level Criminal Records Bureau check. All Brookvale Groby employees are expected to promote and safeguard the welfare of students at the school. Our Safeguarding Policy is made known to all and is designed to guide staff, students and parents/carers with regard to Safeguarding issues.

In line with best practice guidance re safeguarding we do not require an additional CV and any included with application forms sent to the school will not be taken forward to the short listing panel.

Yours sincerely

Katie Rush Robert Coles

Headteacher, Brookvale High School Headteacher, Groby Community College

Co-Director of BGLC Co-Director of BGLC

Job Profile

|  |  |  |
| --- | --- | --- |
| **Job Title:** | | **Examinations Officer** |
| **Grade:** | | **9** |
| **Responsible To:** | | Deputy Headteacher – Curriculum |
| **Responsible For:** | | Invigilation team |
| **Key Relationships with:** | | Data Manager/Head of Post 16/Student Services Manager/Staff/Students and External organisations |
| **Job Purpose:** | | 1. The postholder will have responsibility for all aspects of the Examination process including entering candidates with external Examination Boards and liaising with teaching staff to ensure that pupils/students are entered for the correct examination with the appropriate Board. 2. The postholder will also be responsible for ensuring that invigilators are appointed, trained and available at the appropriate location and time, also that all the relevant papers are in order and available to them. |
| **Hours:** | | 35 hours per week term time with an additional 3 weeks for training days/exam results periods  **Total – 1435 hours per annum** |
| **MAIN DUTIES AND RESPONSIBILITIES:** | | |
| 1. | To take the lead role in determining necessary actions to ensure the smooth running of all aspects of pre-public (mocks) and public examinations in accordance with the various Examination Boards regulations, procedures and timetables, including the use and organisation of other support staff members. | |
| 2. | To produce regular management reports relating to examinations and assessment for the SLT and Governors. | |
| 3. | Project management and development of new initiatives and adherence to policies, relating to examinations, assessment and achievement as required by the SLT and external bodies. | |
| 4. | Responsibility for the appointment, training and supervision of invigilators. | |
| 5. | Produce comprehensive advice to teachers and Senior Leadership Team (SLT) on all matters relating to examination procedures, timetabling and other requirements and in so doing promote the work of the examinations office. | |
| 6. | To receive information from Examination Boards, interpret and act upon the information and attend all meetings/seminars with examination boards as required. | |
| 7. | To ensure that all aspects of the examination process proceed in accordance with the imposed timetable and that all paperwork is available, accurate and returned in accordance with the required procedures. | |
| 9. | Be responsible for ensuring that the examination timetable is arranged in accordance with the requirements of each of the Examination Boards and that appropriate staffing and examination facilities are available. | |
| 10. | To make decisions regarding campus initiatives and policies relating to examination and assessment procedures. | |
| 11. | To manage the examinations budget. | |
| 12. | To monitor information and procedures to assist the SLT in raising attainment. | |
| 13. | Being aware and apply the campus policies and procedures and being aware of confidentiality issues as appropriate. | |
| 14. | Participating in appropriate campus-based meetings and training activities within contracted hours. | |
| 15. | Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions | |

**SPECIAL FACTORS:**

(a) The nature of the work may involve the postholder carrying out work outside of normal working hours.

(b) This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities 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 in themselves justify a reconsideration of the grading of the job.

**WHOLE CAMPUS RESPONSIBILITIES:**

* Support current policies and recognised good practice within the campus.
* Be aware of the importance of confidentiality and data protection.
* Participate in annual Performance Management review with Line Manager, based on agreed objectives, at least one of which should be linked to the college improvement plan where possible.
* Willingness to be flexible in both approach & use of time.
* All tasks should be undertaken with due regard to Health & Safety Regulations.
* To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

**The Governing Body and the County Council are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

Personnel Specification

|  | **Essential** | **Desirable** | **How assessed** |
| --- | --- | --- | --- |
| **Qualifications** GCSE English and Maths at Grade C or above | **✓** |  | Doc/Int |
| **Experience** Experience of working within a school environment  Excellent IT skills including Microsoft Office and the Google environment  Working knowledge of SIMS  Ability to prioritise and work on own initiative  Ability to work to tight deadlines and under pressure  Perseverance and resilience | **✓**  **✓**  **✓**  **✓**  **✓** | **✓** | Ref/Int |
| **Knowledge**  Knowledge of the curriculum and GSCE/A Level option choices |  | **✓** | App/Int |
| **Skills and Competencies**  Ability to plan and monitor  Strong administrative and organisational efficiency  Willingness to seek support and advice when needed.  Reliability and loyalty  A sense of humour  Commitment to further personal professional development  Capacity to contribute to the wider life of the Campus | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  | App/Int |
| **Other Requirements**  An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations. | **✓** |  | App/Int |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 | **✓** |  | Med |

**App = Application Form Med = Medical Questionnaire**

**Test = Test Doc = Documentary Evidence (E.g., Certificates)**

**Int = Interview**

In addition to candidates’ ability to perform the duties of the post, all Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.