

**Castle Donington College**

**Examinations Officer**

Start date: Autumn Term 2018

Grade 9 (£20,451-£22,617)

**

**Applicant Information Pack**

Examinations Officer

Dear Applicant,

Thank you for your interest in the post of Examinations Officer at Castle Donington College. I hope the enclosed pack will be of interest to you and I look forward to receiving your completed application.

Castle Donington College is in the process of extending its age range and began teaching KS4 courses in September 2017 for first examination in 2019. We currently have 430 students on roll in Years 7 to 10. From September 2018 we will be an 11-16 school. This vacancy arises from our expansion and increasing admission numbers. The future is exciting and we are totally committed to ensuring our first KS4 results, in 2019, are excellent. You can be a part of our future.

We believe we have the makings of an outstanding school. In March 2015 we received an Ofsted rating of Good with Outstanding behaviour and safety. We are very proud of our community and the students we serve and so are seeking to appoint an inspirational individual with the highest personal, academic and professional standards to join our growing staff who are committed to developing challenging, engaging and exciting learning experiences for our students. The College is situated on the North West edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border. It has excellent links to these cities, being close to the M1 and A50.

We are seeking to appoint an Examinations Officer to manage all aspects of examination organisation and administration for both external and internal examinations throughout the School. The successful candidate will have excellent administration and communication skills and the ability to work with teaching and support staff and manage a team of invigilators. This is a non-teaching role but previous experience of working in an academic environment or examinations office would be an advantage. We require an individual who will embrace the resources currently available and who has the required knowledge to drive forward the examinations programme across the College.

The successful candidate would need to be able to operate within a dynamic and forward thinking team working with almost all staff throughout the College. All our staff have the highest expectations and work closely to share best practice and drive school improvement. In a recent staff survey 100% of respondents said that Castle Donington College was a good place to work. This is a wonderful opportunity, for the right person, to work with highly dedicated personnel and well-motivated students.

We are seeking an individual who has:

* Excellent leadership and management skills
* Proven experience of managing a team and a desire to support individual’s development
* Excellent interpersonal and communication skills
* Able to work under their own initiative
* Outstanding attention to detail and the ability to consistently meet deadlines
* A commitment to the safeguarding and pastoral care of young people and high standards
* Excellent ICT, numeracy and literacy skills

The main role of our Examinations Officer will be to be responsible for the organisation and administration of all aspects of external and internal examinations in accordance with the regulations laid down by the appropriate awarding bodies. Duties include;

* To be responsible for processing entries to examination boards, ensuring all the necessary related information is provided
* To ensure examination entries are submitted in accordance with the timescales provided by the examination boards
* To liaise with teaching staff and to be responsible for ensuring students are correctly registered at the appropriate times with regard to forthcoming examinations
* To work with the School Leadership Team with regard to devising the College’s examination timetable structure, and ensure arrangements for examinations are suitable for all departments
* To organise the timetable and invigilation programme for examinations, including liaison with external invigilators and correspondence with examination boards
* Developing the examinations procedures, practice and policy for the College

This opportunity comes at a critical time. We are well into our first year of delivering GCSE courses and a KS4 curriculum. Castle Donington College is a vibrant, inclusive community where everyone is encouraged and expected to fulfil their potential. The advertised post comes with challenges and will require personal drive and ambition. However, we believe candidates with passion for their work and the ability to think creatively and innovatively will flourish and the rewards will be great.

We are committed to a happy, purposeful and secure environment which provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. Your development will be a key priority for us, regardless of your experience.

We welcome and encourage prospective candidates to come and visit, to meet our staff and students and to experience first- hand the ethos and values of the College.

Yours faithfully,

Julie Sheppard

Principal

Our Ethos and Values

At Castle Donington College, we are concerned, first and foremost with people. The staff and Governors are committed to delivering the best possible experience for all of our students. We care passionately about the quality of education we provide.

We consider traditional attitudes and values to be important and so aim to provide individual care and attention for each child and to create a stimulating environment so that effective teaching and learning can take place. Castle Donington College has the highest expectations of its students both academically and socially.

What students can expect from us:

* A challenging inclusive curriculum
* A wide range of curriculum activities
* Good and outstanding teaching every day
* Targeted and timely support
* Outstanding pastoral care
* The highest expectations without exception
* Values rooted in respect, kindness, trust and support
* A safe learning environment free from disruption
* To be well prepared for next stage in education, training or employment and for adult life
* We know individual strengths and weaknesses of our students

What we expect from students:

* Excellent attitude to learning everyday
* A relentless desire to achieve in all areas
* Excellent attendance
* Impeccable conduct every day
* Curiosity and resilience
* To capitalise on advice and feedback in order to improve
* The highest aspirations for their futures

Job Description Examinations Officer

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Examinations Officer | **Reporting to:** | Vice Principal / Business Manager |
| **Department:** | Office / Administration | **Line Managing:** | Invigilators |
| **Working with:** | All staff and Invigilation team | **Grade** | Grade 9 |
| **Post Type** | Term time plus two weeks  37 hours per week | **Salary** | £20,451-£22,617 |

**Safer Recruitment Statement**

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.

|  |
| --- |
| Responsibilities of all Support Staff |
| * Have a proper and professional regard for the ethos, policies and practices of the College and maintain high standards of punctuality and attendance * Engage actively in the Appraisal process * To have an understanding of and always act within, the statutory frameworks which set out your professional duties and responsibilities. * Treat all pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries as appropriate to their professional role within the College * Having a regard for the need to safeguard pupils’ well-being in accordance with statutory provisions. To ensure all pupils are safe at all times. * Show a tolerance of and respect for the rights and beliefs of others * Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs * Ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law * To have proper and professional regard for the ethos, policies and practices of the College and maintain high standards in your own attendance and punctuality |
| Role of all Support Staff: |
| To make the education of pupils your first concern. To be accountable for achieving the highest possible standards in work and conduct. Support Staff at the College act with honesty, integrity and work in the best interests of the pupils at all times.  All support staff will:   * To promote the college aims values, codes, policies and procedures in all situations * Keep themselves and others safe * Apply the college policies and procedures consistently and appropriately * Follow guidance regarding confidentiality issues as appropriate. * Participating in relevant school/college-based meetings and training activities within contracted hours * Personally and collectively support pupils in becoming confident individuals, successful learners and responsible citizens * Respond speedily to parental concerns as appropriate * Act as role models by demonstrating a professional level of dress, appearance and behaviour * Treat all colleagues with respect |

|  |
| --- |
| Specific Responsibilities and duties of Examinations Officer |
| The main aim of the Examinations Officer at castle Donington College is to be responsible for the organisation and administration of all aspects of external and internal examinations in accordance with the regulations laid down by the appropriate awarding bodies. Duties include;   * To be responsible for processing entries to examination boards, ensuring all the necessary related information is provided * To ensure examination entries are submitted in accordance with the timescales provided by the examination boards * To liaise with teaching staff and to be responsible for ensuring students are correctly registered at the appropriate times with regard to forthcoming examinations * To work with the School Leadership Team with regard to devising the College’s examination timetable structure, and ensure arrangements for examinations are suitable for all departments * To organise the timetable and invigilation programme for examinations, including liaison with external invigilators and correspondence with examination boards * To ensure all regulations regarding invigilation are adhered to * To be responsible for recruitment , training and organisation of exam invigilators * To ensure adequate numbers of invigilators prior to examinations and ensure invigilators are trained and adhere to the rules and regulations associated with the examinations as set by the examination boards * To receive information from Examination Boards, interpret and act upon the information and attend all meetings/seminars with examination boards as required * To prepare and provide information relating to examination timetables and arrangements for Senior and Middle leaders, invigilating staff , parents and students, dealing with any resulting queries * To liaise with SENCO, Middle Leaders and Learning Development staff to secure exam concessions for individual students * To take a lead in the development of new initiatives and procedures to support the function of the examinations office * To be responsible for the organisation and security of examination papers covering safe collection, storage and dispatch. * To be responsible for the preparation and organisation of examination rooms, including arranging seating plans * To process and distribute examination results and support the production of statistical returns in respect of examination results and data and to cross check Performance Table data * To manage all appeals and special considerations, through negotiation with examination boards * To collate and distribute examinations certificates to students * To manage the examinations budget, including ensuring appropriate spending of such funds, maintaining up-to-date financial records in respect of the examinations budget and providing financial information to the Principal, School Leadership Team and Governors, as required * To produce regular management reports relating to examinations and assessment for the SLT and Governors * To ensure the school’s compliance with all examination boards’ instructions and to meet the standards required by the moderation and assessment bodies * To prepare for and be the contact for the school’s external moderation and assessment with regard to examinations * To maintain confidentiality of information acquired in the course of undertaking duties for the school * To undertake additional administrative duties commensurate with the grade of the position and aligned to the skill set of the Examinations Officer. In particular this will include work relating to the ensuring the security of personal data, in line with data protection legislation. * To be responsible for continuing self-development, undertaking training as appropriate. |

|  |
| --- |
| **Special Factors** |
| * The nature of the work may involve the jobholder carrying out work outside of normal working hours. * This post is eligible for a DBS check under the Rehabilitation of Offenders Act   1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.** |

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.

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

February 2018

Person Specification- Examinations Officer

|  |  |
| --- | --- |
|  | Essential / Desirable |
| **Experience & Knowledge** | |
| Experience of working in a school or academic environment | D |
| Experience of providing high-level support in a busy environment | E |
| Experience in maintaining issues of confidentiality in the working environment | E |
| Experience in working with third parties successfully | E |
| Understanding of the importance of school policies including Safeguarding, Code of Conduct, Health and Safety and Equal Opportunities | E |
| Knowledge of ICT software including SIMS, Microsoft Office packages Inc. Outlook, Word and Excel | E |
| Experience of leading and managing a team | D |
| Knowledge and understanding of examination regulations and procedures | D |
| **Skills** | |
| Highly organised | E |
| Ability to establish priorities and establish and enforce deadlines | E |
| Proven high communication skills, oral and written in order to produce detailed reports | E |
| Excellent attention to detail and accuracy | E |
| Confident to train staff and manage staff | E |
| Effective organisational skills including the ability to meet deadlines | E |
| High expectations for accountability and consistency | E |
| Ability to work independently, on own initiative and as part of a team | E |
| Committed to and track record of providing a high standard of service | E |
| Excellent telephone manner | E |
| Clear commitment to the team approach: exchanging ideas and providing support to colleagues | E |
| **Personal attributes** | |
| A positive outlook, well-motivated, enthusiastic and energetic | E |
| Understanding of the need to achieve best value and the ability to manage a budget | D |
| Professional manner and ability to deal with various members of the public and staff and Governors | E |
| Commitment to own professional development | E |
| Work in ways that promote equal opportunities | E |
| Self-awareness, empathy, ability to manage feelings, motivation and social skills | E |
| The ability to influence and motivate others in a positive way | E |
| Commitment to supporting the full life of the school | E |
| Excellent health and attendance record | E |
| Able to demonstrate resilience, motivation and commitment to driving up standards | E |
| **Qualifications** | |
| Minimum of 5 GCSE’s equivalent at Grade C or above including Maths and English | E |
| Qualified to degree level and above | D |
| Right to work in the UK | E |
| Understanding of role regarding safeguarding and child protection | E |
| Qualified Teacher Status | D |

How to apply

|  |  |
| --- | --- |
| **Appointment of** | Examinations Officer |
| **Salary** | Grade 9 |
| **Start date** | Autumn Term 2018 |
| **Closing date** | Monday 5th March 2018 9.00am |
| **Interview date** | TBC |

To apply;

1. Complete the application form and attach a letter of application, no more than two sides of A4, which sets out your experience to date and what you feel you can contribute to the post. Please ensure that your letter of application matches your philosophy, practice and experience to the items listed in the job and person specification.
2. Email the application form and letter to:  [ldeley@castledonington.leics.sch.uk](mailto:%20ldeley@castledonington.leics.sch.uk)

**Or**

Post in an envelope clearly marked ‘Examinations Officer Vacancy’ to:

Lorraine Deley,

Principal’s PA

Castle Donington College

Mount Pleasant

Castle Donington

Derby

DE74 2LN

If you are shortlisted you will be contacted by email or letter with further details prior to interview.

**Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.**