

## 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, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

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 of as we continue our journey.

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 to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

**Responsible to:** Examinations Officer

**Location:** Senior School and Sixth Forms

### **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:**

- 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 dispatching 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:**

- 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:**

- 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

#### **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.

### **Hours of work**

Term time only for 37.5 hours per week, working Monday to Friday from 08:00 to 16:00 (flexibility of working hours will be required during the exams period). The post holder will also be required to work 3 Saturdays per year for assessment days and open day and additional days during the results period in the summer holidays.

### **Salary guide**

The salary will be based on working term time only and the additional days specified above. This will be in the range of £16,876 to £18,179 including holiday pay (which is £20,585 to £22,174 full time equivalent). Remuneration will be in accordance with candidate experience.

### **Benefits**

- Contributory pension scheme – matching up to 6%
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time) should staff have a child at any school within the Foundation
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Discount on train travel

### **Privacy Notice**

Please see our privacy policy which is available on the recruitment portal.

[www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment)

### **Application process**

Please apply directly through our online recruitment portal at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment)

We are unable to accept CVs.

The closing date for applications is **Friday 4th January 2019**. Interviews will take place week commencing **14th January 2019**.

References may be taken up before interview.

### **Invitation for interview and recruitment arrangements**

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete. For the purposes of security and completing a right to work in the UK and DBS check, you will need to bring the following documents to your interview:

#### ***Right to work in the UK***

*UK or EEA Passport*

*Residence Permit*

*National Insurance number*

*Full birth certificate*

#### ***DBS Check***

*Passport and/or driving licence*

*Full birth certificate*

*Utility bill (gas, electricity, water or telephone - not a mobile phone bill) - issued within the last 3 months*

*Bank/building society account statement - issued within the last 3 months*

*Credit card statement - issued within the last 3 months*

*Council Tax Statement - issued within the last 12 months*

*Financial statement (pension, endowment, ISA, mortgage (UK or EEA)) - issued within the last 12 months*

*P45 or P60 - issued within the last 12 months*

***A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT IN FROM THE ABOVE LISTS, ONE OF WHICH MUST BE GOVERNMENT ISSUED PHOTOGRAPHIC ID.***

#### ***Qualifications***

*Any professional qualification certificates relevant to the role must also be brought to interview.*

#### ***Additional Requirements***

*If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) please also bring documentary evidence of the change.*

*If you are living overseas or have worked overseas in the last 5 years you will need a police certificate from the last country you lived/worked in. This document should be brought with you, for your interview.*

**PERSON SPECIFICATION  
DEPUTY EXAMINATIONS OFFICER**

	Essential	Desirable	Assessment Method
<b>Qualifications</b>	Educated to A Level standard or equivalent	Educated to degree level or equivalent	Application Form  Production of certificates at interview
<b>Knowledge &amp; Experience</b>	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	Application Form
<b>Skills &amp; Aptitudes</b>	Excellent logic and problem solving skills  Excellent organisational skills with the ability to work to targets and strict deadlines  Ability to forward plan  Excellent written and verbal communication skills  Commitment to helping all students achieve the highest possible standards  Able to work methodically and accurately  Team player with personal initiative and drive	Excellent IT skills, preferably including the ability to use Apple devices, Google Drive, Docs & Sheets	Interview  Professional references
<b>Personal Attributes</b>	Assertiveness  Relationship builder  Willing to learn  Professionalism and Integrity  Dedication and Enthusiasm  Energy and Resilience  Approachability  Flexibility		Interview  Professional references