



Beths Grammar School

JOB SPECIFICATION & BACKGROUND

Job Title: Examinations Officer
Responsible to: Deputy Headteacher

Dear Applicant

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.

Beths is an *academic* institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people who *want* to learn; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are encouraged to bring their own electronic devices. We offer a broad and balanced curriculum that gives students the opportunity to learn Latin on the one hand, and Chinese Mandarin on the other. There is also a tradition (going back to the foundation of the school) of boys studying technology, thus developing their problem-solving and practical skills. We continue to offer a range of subjects (including art, music and drama) at GCSE and remain committed to A-levels, a wide range of which are offered.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, the Duke of Edinburgh Award, clubs and societies, nurtures the whole child. This is why many boys – and girls in the 6th form – want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council, Year 8 camp and the Duke of Edinburgh Award Scheme. We believe our students are our best ambassadors. We value our students collectively and individually, and acknowledge – and celebrate the fact – that they are all different.

In September 2012 the school was judged to be Outstanding in all areas by Ofsted. This judgement came five years after the previous Outstanding grading. Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. All schools face new challenges as the new A-levels and GCSEs come online and, under the new accountability measures, judgments about schools will be based on new criteria. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded, outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.

If that sounds like you, we'd love to hear from you.
With all good wishes,
Dr C Maxim
Headteacher



OVERALL RESPONSIBILITY

To manage and administer all examinations in school including external, internal, 11+ and In-Year admissions. To manage a pool of casually employed Invigilators. The post is full time 36 hours a week for 42 weeks per year (term time plus 4 weeks to include school Inset days and the last 3 weeks of the summer holidays from 'A' level and GCSE result days). At busy times the post holder will be expected to be in attendance for longer hours.

SUMMARY OF MAIN RESPONSIBILITIES

1. To process exam entries in an accurate and timely fashion
2. To liaise with Team and Subject Leaders over exam requirements
3. Ensure that students are given all the necessary relevant information about examination entries, the dates and time of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time
4. To liaise with the different Exam Boards and regulatory organisations keeping up to date with the necessary policies, procedures, rules and regulations
5. Deal with issues relating to appeals, remarking and other administrative issues such as students who miss examinations through illness or who require special consideration and access arrangements
6. To publish information for students regarding their exams
7. To liaise empathetically with students and their families
8. To prepare reports for the Headteacher or members of the Leadership Team
9. To prepare, in association with the Data Manager, reports of exam results for staff and the Department of Education & Children
10. To attend meetings with staff and to advise on all issues relating to exams
11. Co-ordinate the team of invigilators, including recruitment, training, management and deployment of invigilation staff
12. Make appropriate timetabling and room arrangements ensuring proper examination invigilation is in place
13. To organise appropriate IT support for relevant exams
14. To download exam results and to address any anomalies
15. To distribute exam results and to advise on procedures for raising queries
16. To submit coursework/controlled assessment, forecast grades, incident reports and completed exam papers in a secure and timely manner
17. Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately
18. To ensure that all exams are run in accordance with published regulations
19. To arrange re-sits and to collect all fees arising
20. To bill for re-marks and access to scripts where appropriate
21. To direct the work of an assistant who will attend to exam administration
22. To attend to all other exam related tasks under the direction of the school Leadership Team
23. To develop and oversee the implementation of relevant policies (e.g. the examinations policy / non-examined assessment policy)

The successful applicant will also be required to be present during the two exam result weeks in August.



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Essential Qualifications

- GCSE Maths and English Grades A*-C, or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2; **and**
- At least five years' experience working in a relevant discipline.

Continuing professional development

- In conjunction with the line manager, take responsibility for personal professional development
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Health & Safety

- Undergo basic first aid training, if required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

School Policies

- Read, understand and follow the school's Safeguarding and Child Protection policy, Keeping Children Safe in Education (Part 1) (DfE), the Staff Code of Conduct (Behaviour policy) and all other relevant policies i.e. Anti-Bullying, Behaviour, Reward and Support, Equality, E-Safety, Health & Safety.



PERSON SPECIFICATION – EXAMINATIONS OFFICER

	Essential	Desirable
Excellent communication skills, both verbal and written	✓	
<ul style="list-style-type: none"> GCSE Maths and English Grades A* - C, or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2; and At least five years' experience working in a relevant discipline. 	✓	
Must have the highest standards of discretion and confidentiality	✓	
To be well organised and have good attention to detail	✓	
To be able to work under pressure, to meet deadlines and maintain confidentiality at all times	✓	
To have good ICT skills and be willing to adapt to school specific software applications	✓	
Must have the ability to lead a team and to work unsupervised in what is a largely autonomous role	✓	
Have worked in a similar busy office environment, and preferably a school		✓
Familiar with exam administration and practices and current educational developments		✓
Excellent interpersonal skills and an empathetic approach to students and parents when required	✓	
Commitment to the safeguarding of children and young people	✓	