

Are you currently a lead examination invigilator or have experience in organising school examinations?

Are you looking for a permanent role? Located in South Manchester with great transport links.

Are you computer literate, highly organised and logical thinking?

Do you want more job stability and job satisfaction?

Is it important for you to work in a supportive team that are passionate about improving examination standards and processes?

Do you want to work in a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment?

If so, this could be the ideal role for you.

At The Barlow we are looking for a permanent Examinations Officer.

The Barlow has a great reputation as an employer who provides continuous professional development and job stability.

You will benefit from:

- Working with children
- Job stability
- Local government pension scheme
- Access to varied training programmes and online training
- Employee Assistance Programme
- Cycle to work scheme
- A supportive team and working environment
- An interesting and varied role

Important Details:

- **Contract:** Fixed-term, 28th April 2025 – 28th April 2026
- **Salary:** Grade 6, Points 21-25, £32,115 - £35,235 pro rata (actual pay £28,332 - £31,080)
- **Working Hours:** 35 hours a week during school term time (190 days) + 10 days Outside of exam seasons flexible/part-time/remote working will be considered
- **Start Date:** Monday 28th April 2025
- **Pension:** Greater Manchester Pension Fund with employer contributions of 17.2%
- **Location:** Parrs Wood Road, Didsbury, M20 6BX

Duties of the Examinations Officer

You will work independently from the Data and Exams Office to:

- Organise internal and external examinations
- Supervise and recruit examinations invigilators
- Be a part of the Data and Exams team supporting student progress and attainment

The Examination Officer Must

- Have transferrable skills
- Have the ability to work independently
- Be capable of making decisions
- Be self-motivated

- Be pro-active and organised
- Have good communication skills
- Like working with children
- Ability to follow strict exam regulations (training provided)

Advantages but not essential:

- Previous experience in other relevant roles

Are you the Examinations Officer we are searching for?

If so, please get in touch - call the HR team 0161 438 2108, send over your CV, or complete and return an application form hr@thebarlowrchigh.co.uk

Closing date: Friday 14th March 2025, 8.00am

Interview: Week beginning Monday 17th March 2025

About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In July 2024, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

The Barlow RC High School
 Parrs Wood Road, Didsbury, Manchester, M20 6BX
www.thebarlowrchigh.co.uk
 ☎ 0161 445 8053



Our school is committed to safeguarding and protecting the wellbeing of children and young people, and expects all staff to share their commitment. An enhanced DBS and social media screening are required for all successful applicants.

Our school is passionate about diversity and treat everyone equally, without compromise. We are committed to providing equality and fairness throughout our recruitment and employment practices and not discriminating on any grounds.



thebarlowrchigh



TheBarlowRC



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EXAMINATIONS OFFICER



JOB DESCRIPTION

Department	Support Staff
Directly Reporting to	Data & Assessment Manager
Main Contacts	Head Teacher / SLT / SBM
Purpose of Job/Role	
<ul style="list-style-type: none"> ▪ To be responsible for all aspects of the organisation of internal and external examinations in line with JCQ requirements ▪ To be responsible for the day-to-day supervision of invigilators and in ensuring that there are sufficient invigilators to support the exams taking place ▪ To work collaboratively with all staff and parents in order to support student well-being ▪ Keep up to date with all appropriate professional development and training 	
Main Responsibilities	
Examinations	
1	To understand and implement JCQ regulations in respect of external examinations.
2	To be responsible for the registration of pupil external examination entries with the examination boards, ensuring that every student is entered for every examination.
3	To coordinate Special Consideration arrangements applied for as appropriate and liaise with SLT regarding disapplication of a student.
4	To work with the Assistant Headteacher of Inclusion (SENDCo) with regards to access arrangements and special considerations.
5	To prepare, share and implement internal and external examination timetables for all stakeholders.
6	To be responsible for the receipt of and secure storage of exam papers in the Examinations Secure Room.
7	To prepare and provide seating plans, examination registers and other examination documentation.
8	To lead on the start and finish of an examination.
9	To support SLT on examination days with student issues such as sickness / lateness.
10	To be responsible for the recruitment, co-ordination, training and deployment of Examination Invigilators as part of the agreed system for the school.
11	To be responsible for the day-to-day supervision of Examination Invigilators.
12	To work within budget allocation for Examinations.
13	To co-ordinate submission of internally assessed marks.
14	To hold the supervisory role for access for staff to awarding body online systems (superuser).

15	To be responsible for the collation and distribution of all external examination results.
16	To order and organise examination stationery.
17	To assist with data entry and assessment cycle tasks outside of the examination season.
18	To assist with the development of appropriate reports, school profiles and other sources of information on performance for the school.
19	To develop plans/strategies for future implementation of examinations processes and policies.
20	To assist with the gathering of relevant data for the OFSTED and other external inspections.
21	To ensure a smooth and successful running of student 'Results Days'.
22	To work with teaching staff to ensure accuracy of examinations data.
23	To prepare and deliver training to staff regarding examinations matters.
24	To prepare and deliver examination assemblies to KS4 pupils alongside SLT.
25	To assist the Senior Leadership Team to organise examination presentation events.
26	To assist with the October and January census, under the direction of the Data and Cover Manager.
27	Be responsible for the accuracy, confidentiality and security of data produced by self and other staff.
28	To be responsible for the creation and maintenance of appropriate data collection structures for staff.
29	To undertake personal development to improve own practice.
Support for the School	
1	To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
2	To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
3	Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
4	To uphold the Catholic ethos of the school including attendance at whole school events.
5	Any other duties and responsibilities within the range of the salary grade, particularly with regard to the co-ordination of exams.

EXAMINATIONS OFFICER



PERSON SPECIFICATION

Criteria for Appointment (Person Specification)

Source Key:

A = Application Form, I = Interview, R = References, CC = Checking Certificates

[A] Experience, Training & Qualifications	Essential	Desirable	Source
Experience in the administration of national examinations.		*	A/I
Experience of data reporting processes.		*	A/I
Working knowledge of school Management Information Systems (MIS).	*		A/I
Experience of developing plans and strategies for future implementation.		*	A/I
[B] Knowledge Skills & Abilities	Essential	Desirable	Source
Have excellent IT skills including MS Office, particularly Excel.	*		A/I/R
Excellent verbal and written communication skills to ensure effective communication with colleagues, students and other professionals.	*		A/I/R
Ability to build and form good relationships with students, colleagues and other professionals.	*		A/I/R
Ability to work constructively as part of a team understanding the roles and responsibilities of others.	*		A/I/R
Knowledge and understanding of the national examinations system.		*	A/I/R
Knowledge and understanding of school Assessment Recording and Reporting systems and associated software.		*	A/I/R
Excellent standard of literacy and numeracy skills.	*		A/I/R
Excellent analytical skills to dissect information in order to accurately complete and maintain records and produce complex reports and returns.		*	A/I/R
Ability to plan own workload, and to meet tight deadlines whilst working under pressure.	*		A/I/R
Be self-motivated and pro-active with the ability to act on your own initiative.	*		A/I
[C] Personal Qualities	Essential	Desirable	Source
Able to work flexibly, switching between tasks and priorities at short notice, and responding to unplanned situations.	*		A/I/R
Committed to continuing personal professional development	*		A/I/R
Able to identify, recommend and where approved, implement improvements to processes and procedures.	*		A/I/R
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.	*		A/I/R
Able to maintain issues of confidentiality within the working environment	*		A/I
Willingness to uphold the Catholic Ethos of the school	*		A/I