



Examination Officer

Wren Academy Enfield

Closing Date: 9.00am, Monday 25 March 2024

Interviews: Week commencing Monday 25 March 2024

Start Date: April 2024





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Wren Academy Enfield

3 Chace Village Road
Enfield EN2 8GH

Telephone: 020 3150 4604
Email: enfield@wrenacademy.org
Web: wrenacademyenfield.org

Executive Principal: Gavin Smith
Vice Principal: Ertunc Hussein

March 2024

Dear Colleague

Wren Academy Enfield –Examination Officer

Thank you for your interest in this post. Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 10, and we are planning for the start of GCSEs followed by the creation of an academic Sixth Form offering the full range of A Levels. We are therefore looking for an Examination Officer who will join the team.

The information given in the documentation here and on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604.

If you decide to apply, please follow this guidance carefully. Applications will be considered as they are received but must be submitted by 9.00am, Monday 25 March 2024. You may send your application to the address above or by e-mail to recruitment@wrenacademiestrust.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

Yours sincerely

Ertunc Hussein
Principal

The Wren Academes Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



Examination Officer

NJC Scale Points 26 - 30

In 2024 working for 40 Weeks per year, 36 hours per week. This will then increase in 2025 to 41 Weeks per year and then to 42 Weeks in 2026, with the salary also increasing to reflect the extra weeks

Paid salary for the above: £33,378 - £35,602

Start date: April 2024

A great opportunity to work as an Examination Officer at Wren Academy Enfield.

The Examination Officer role is very important as students take GCSEs and A Levels which will determine their future. The school requires a high quality individual who will lead our exceptional invigilators in contributing to the smooth running of external and internal examinations.

Located in the London Borough of Enfield, Wren Academy is sponsored by the Church of England and Berkhamsted School. The Academy has developed a strong reputation for outstanding teaching and learning. The engaging curriculum and modern buildings have contributed to the Academy's notable success.

Wren Academy is a small Multi-Academy Trust (MAT).

We wish to appoint people who have:

- An ability to communicate well with young people and stay calm in all situations
- Meticulous attention to detail
- Outstanding organisational skills
- The highest standards of punctuality and reliability
- A willingness to engage with in-house training

Please note that we do not accept CVs.

Applications will be considered as they are received

Interview date: Week commencing Monday 25 March 2024

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WREN ACADEMIES TRUST

Wren Academy Enfield

Job Description – Examination Officer

Job Purpose

The Examinations Officer will play a key role at Wren Academy carrying significant responsibility for setting up an outstanding examinations system for the school. It is essential that the successful candidate is meticulous in running a highly efficient examinations process as the school grows and offers an increasingly wide range of courses and qualifications. High standards of communication with teaching staff, students, parents and examination bodies will be essential to ensure that the Academy objectives are achieved.

Key Tasks:

1. Design the systems and procedures for maintaining records of students' confidential details and for keeping examination papers filed in a secure place to ensure compliance with examination boards' requirements.
2. Liaison with parents, students and Subject Leaders to ensure the correct entries are submitted for all external examinations.
3. Make sure that all staff are following examination regulations, including checking correct specifications.
4. Ensure all examination paperwork is submitted accurately and according to deadlines and exam body requirements.
5. Organisation of all internal and external examinations during the Academy year ensuring that they run to the highest standards.
6. Advising the Academy Leadership Team (ALT), subject leaders, Individual Needs Faculty and other relevant staff members on annual examinations timetables and the applications set by the examination boards.
7. Oversee the production and distribution to staff, parents and candidates of an annual examinations calendar.
8. Communicate regularly with staff and students about imminent deadlines and events.
9. Identify and manage examination clashes in line with the available examination board guidance and regulations.
10. Administer access arrangements in conjunction with the Individual Needs Co-ordinator ensuring that all students are given the support they are entitled to.
11. Design and implement a timetable for all school examinations, ensuring appropriate rooms are available and ready for use with sufficient invigilation.
12. Administration of school examination budget.

13. Ensure that all staff follow correct procedures in regards to controlled assessments, coursework and other forms of assessment.
14. Make sure that examination rooms are appropriately set up in terms of exam board notices, equipment, seating and setting out of papers etc., to enable students to undertake the examinations to the standards that the exam boards require.
15. Train and deploy invigilators to ensure required standards are maintained.
16. Work with the Assessment Co-ordinator and members of the ALT to prepare summaries of examination results for Subject Leaders.
17. Input, analyse and produce data reports on examination results as required by the ALT.
18. Ensure that all examination results are checked and published correctly.
19. Attend school on external results days in August to download results and organise their distribution in order for the students to collect them.
20. In consultation with the ALT, set up and run an efficient system to submit appeals or remark requests in line with set deadlines.
21. Complete forms and provide information required by external agencies including the press, in connection with examination results.
22. Ensure effective administration and presentation of examination certificates.

Miscellaneous

23. Any other duties or responsibilities that may be reasonably allocated to the post holder to ensure the efficient running of the school.
24. To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.

WREN ACADEMIES TRUST

Wren Academy Enfield

Person Specification – Examination Officer

Professional Skills and Experience

1. Possess schools experience as a teacher, administrator, or examinations officer.
2. Be able to support students to become effective, self directed learners.
3. Have the skills and experience necessary to support teachers in achieving outstanding examination results.
4. Possess a thorough understanding of the requirements and opportunities of the secondary curriculum.
5. Show evidence of having exemplary organisational and administrative skills.
6. Be able to support and role model on delivery of school ethos and policies.
7. Show evidence of continued professional development.
8. Have relevant experience of working in comprehensive and multicultural environments.
9. Have sound technical understanding of school organisational and exam issues.
10. Have the capability to lead others.
11. Demonstrate the ability to set up and operate effective systems.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Possess the inspiration to motivate and the ability to build on the strengths and expertise of staff.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess excellent written and verbal communication skills.
7. Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy.
8. Be able to build constructive working relationships with local schools and colleges.
9. Appreciate the balance between the academic, social and emotional development of young people, needed to further develop an outstanding school.

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, Monday 25 March 2024.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. It is advisable to ensure your application fulfils all the criteria set out in the Person Specification and that you present evidence of this.

Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application should be emailed to recruitment@wrenacademiustrust.org.

CVs will not be accepted.

Visits

Visits to the academy are welcome. Appointments can be arranged by emailing recruitment@wrenacademiustrust.org.

Selection process

The selection process will consist of a task and an interview.

Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The selection process will also include rigorous processes to assess each applicant's commitment to and understanding of safeguarding within a secondary school context.

March 2024