



ALSOP HIGH SCHOOL



APPLICATION PACK

ACADEMY:	Alsop High School
ROLE:	Examinations Officer
START DATE:	As soon as possible
SALARY:	FTE: £31,099-£35,411 Actual: £28,300- £32,224
GRADE:	Grade 6 Point 24-29



"I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond".

Kathy Begley

Assistant Headteacher



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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of six schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in every school Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



MESSAGE FROM CHAIR OF TRUSTEES

Thank you very much for your interest in the post at Alsop High School. This post is an exciting opportunity to work in a wonderful community centred secondary school.

As a trust, we believe passionately in the power of genuine school-to-school support and are always seeking ways to add value through working collaboratively; providing opportunities for pupils and staff over and above that which an individual school can provide.

The vision of Omega Multi-Academy Trust is to provide the best school experience possible for every child and to be the best employer we can be. We believe that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our students and young people to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We are looking for colleagues who can lead by example, holding and articulating the Trust's vision and values and focusing on providing an excellent education for our pupils.

Thank you again for your interest in Alsop High School and Omega Multi-Academy Trust and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours faithfully,



Andrew Bent
Chair of Trustees



MESSAGE FROM THE HEADTEACHER

It is my great pleasure to welcome you to Alsop High School. I am both proud and privileged to be Headteacher of our caring, dynamic and truly amazing school. It is an exciting opportunity to be joining our school at this time, as we are on a journey to excellence and our school motto of *Achieving Excellence Together* embraces this vision. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

Alsop High School is a school at the heart of our community, steeped in history as the largest High School in our vibrant City of Liverpool, and we have been serving the families of Walton for over 100 years. We are “Team Alsop” and our strong sense of community is evident across our staff body, with new colleagues often highlighting the support from others as a real strength of our school.

Built upon our three core values of *Ambition, Respect* and *Community*, and in line with our Omega Multi-Academy Trust mission and aims, our school vision is to provide the best possible school experience for every child. We are ambitious for every student, with high standards and expectations underpinned by compassion at the core of our drive for students to be successful; quite simply put, my personal mantra of: *Rigour With A Smile*.

We are committed to our students mastering the knowledge, understanding and skills to ensure that they achieve great things, fulfil their potential and leave Alsop articulate, resilient, compassionate and culturally aware. Our talented and committed colleagues go above and beyond to ensure that every student is provided with the challenge, opportunities and support to be successful and achieve to their full potential.

Built upon a research and evidenced based approach to curriculum development and teacher pedagogy, we have built a knowledge rich curriculum and believe that if children understand the purpose of what they are learning and why they are learning it, not only will they be more engaged but they are much more likely to remember what they have learnt and be able to use it again in the future.

In November 2020 we converted to become an academy and became part of Omega Multi-Academy Trust. Our staff are our greatest asset, with colleague well-being and workload being something we are very mindful of, and as part of Omega Multi-Academy Trust colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level.



In joining Alsop High School and Omega Multi-Academy Trust, you will be part of a forward thinking, reflective and driven organisation whilst working within a community centred secondary school.

I thank you for your interest in becoming a member of Team Alsop; I hope our approach resonates with you and that you are inspired to want to join us in delivering on our vision. If you are passionate about career development, passionate about working with like-minded colleagues and passionate about developing positive student and parent relationships as part of our journey to excellence, then we would welcome your application.

Yours faithfully,



Paul Masher
Headteacher



JOB DESCRIPTION

Job Title:	Examinations Officer
Academy:	Alsop High School
Salary:	FTE: £31,099-£35,411 Actual: £28,300-£32,244
Grade:	Grade 6 point 24-29
Accountable to:	School Business Manager, Deputy Headteacher (Quality of Education) Assistant Headteacher (Assessment)
Start date:	As soon as possible
Closing date:	Friday 6th October 2023 9am
Contract Type:	Permanent - Term time plus 4 weeks

We are a school on a mission and our vision is clear – to provide the best possible school experience for every child in our school community so that their life chances are transformed. To support us on this mission, we are seeking to appoint an innovative, professional and highly motivated Examinations Officer.

As an Examinations Officer, you will be responsible for the administration, organisation and smooth running of all public and internal examinations in school.

Core Purpose

As the front line interface between all staff and students you will facilitate and deliver both internal and external examination processes in the school. In addition to liaising with teachers, students and parents the post holder will carry out admin duties relating to all aspects of examination entries and results for formal examinations and internal mock examinations, ensuring that all aspects of the day to day organisation of the examination boards requirements are fully complied with to enable the centre to maintain its examination status.

You will support the Senior Leadership Team to ensure that the school meets all statutory and exam board requirements and is suitably prepared for any JCQ or other relevant body inspections related to examinations and ensure all appropriate and relevant policies are produced and implemented.



Key Responsibilities

- Provide effective professional operational management for whole school in respect of organisation and arrangement of exams and administrative support ensuring that they provide effective and robust support for the school.
- To provide leadership and management in the Examinations area and consistently ensuring the delivery of high quality and timely output.
- Demonstrate a detailed understanding of relevant legislation and regulations along with advanced concepts and principles related to the area of Examinations and leading on the implementation of new initiatives deemed to be to the benefit of the school.
- To provide whole school Examination support ensuring the retention and management of accurate and timely records.
- To be responsible for all aspects of making and processing entries for external tests and examinations across Key Stage 4 and Key Stage 5.
- To liaise with examination boards, teaching and support staff, parents and candidates regarding the accuracy of these entries.
- To be responsible for the processing of any amendments to examination entries.
- To be responsible for receipt of all communications to the examinations office from examination boards, parents and external agencies. Communications include the daily letter post, parcels, telephone messages, email etc.
- To be responsible for the secure storage of examination materials, both confidential and otherwise in accordance with regulations indicated by the Joint Council for Examinations Boards.
- To be responsible for the production of seating plans for all external tests and examinations, and for those internal examinations where they are felt to be necessary.
- To ensure that seating plans, attendance lists and regulations are available for examination rooms as required.
- To arrange invigilation for each exam series.
- To ensure that the correct examination papers and other specified materials are ready for distribution at the beginning of each external examination.
- To ensure that scripts and other specified materials are collected in and are stored securely at the end of each session.
- To be responsible for both the checking and packing of examination scripts. The examinations officer should also be responsible for the presentation of those packages to the main office for posting.
- To be responsible for ensuring that any access arrangements requested by the Learner Support Department and agreed to by examination boards are in place for candidates. This applies for internal and external examinations.



Key Responsibilities Continued

- To be responsible for ensuring that any emergency access arrangements are applied for and put in place.
- To be responsible for producing and publishing the examinations timetable.
- To be responsible for resolving examination clashes.
- To produce a 'key-dates' exams calendar each year.
- To be responsible for the processing of requests for special consideration relating to external examinations.
- To be responsible for the processing of standard examination board forms such as those relating to the late arrival of candidates for examinations, the transfer of candidates between centres etc., but not those involving irregularities that occur.
- To be responsible for all aspects regarding examination certificates. This includes the receipt of certificates, the storage and distribution of certificates, amendments to certificates and the return of those certificates not collected by candidates.
- To be responsible for the receipt of all external test and examination results throughout the year. Results may be received electronically and as paper copies.
- To be responsible for the distribution of external examination results to candidates.
- To be responsible for liaising with examination boards, students, parents and teachers over post results services.
- To ensure that those students wishing to resit modules/examinations are enabled to do so by the deadlines.
- To be responsible for informing school finance which students/parents should be invoiced for non-attendance at examinations.
- To be responsible for the production of statistics for both the national and local press.
- To be responsible for the production of graphical materials for the purposes of reviewing examination results in September.
- To be responsible for the processing of coursework and controlled assessment marks with heads of subject areas and dispatching them to the examinations boards.
- To be responsible for the allocation of exam board secure website access for staff.
- To Update examinations Policy Booklet each year



Operational and Audit Responsibilities:

- Maintain systems and procedures that ensure compliance with respective regulations.
- Prepare statement of internal controls annually or as required
- Ensure the academy meets all its regulatory and legislative obligations.
- Advise Governors, Headteacher and Deputy Headteacher on external and internal audit arrangements as required by exam boards and regulative bodies;
- Liaise with auditors and facilitate all audit arrangements for the exams area;
- Embed a culture of commitment and accountability within the respective area.
- Ensure full compliance with examination board requirements and the respective regulations. Meeting defined timescales for completion and authorisation.
- Effective periodic benchmarking to be undertaken to ensure quality of work and compliance.
- To carry out all duties with due regard to confidentiality and data protection regulations.
- To undertake such additional duties as are reasonably commensurate with the level of this post.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

English Teacher



PERSON SPECIFICATION

Academy: Alsop High School

Job Title: Examinations Officer

You should be able to demonstrate that you meet the following criteria which are all essential

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS		
D	Experience in the administration of national examinations.	A/I
D	Experience of data reporting processes	A/I
D	Working knowledge of school Management Information Systems (MIS)	A/I
D	Experience of developing plans and strategies for future implementation.	A/I

KNOWLEDGE AND UNDERSTANDING		
E	Have excellent IT skills including MS Office, particularly Excel.	A/I
E	Excellent verbal and written communication skills to ensure effective communication with colleagues, students and other professionals.	A/I /R
E	Ability to build and form good relationships with students, colleagues and other professionals.	A/I /R
E	Ability to work constructively as part of a team understanding the roles and responsibilities of others	A/I /R

**KNOWLEDGE AND UNDERSTANDING**

D	Knowledge and understanding of the national examinations system	A/I/R
E	Knowledge and understanding of school Assessment Recording and Reporting systems and associated software	A/I/R
E	Excellent analytical skills to dissect information in order to accurately complete and maintain records and produce complex reports and returns	A/I/R
E	Be self-motivated and pro-active with the ability to act on your own initiative.	A/I/R
E	Ability to plan own workload, and to meet tight deadlines whilst working under pressure.	A/I/R

PERSONAL QUALITIES AND SKILLS

E	Able to work flexibly, switching between tasks and priorities at short notice, and responding to unplanned situations.	A/I/R
E	Committed to continuing personal professional development	A/I/R
E	Able to identify, recommend and where approved, implement improvements to processes and procedures	A/I/R
E	Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.	A/I/R
E	Able to maintain issues of confidentiality within the working	A/I/R
E	Willingness to uphold the Catholic Ethos of the school	A/I
E	Have previous experience in the administration of national examinations according to JCQ regulations.	A/I
E	Have knowledge of the national examinations system and Assessment recording and reporting.	A/I
E	Have excellent IT skills including MS Office, particularly Excel.	A/I
E	Have working knowledge of MIS systems.	A/I
E	Have the ability to pay attention to detail.	A/I
E	Possess excellent communication skills, being able to communicate with colleagues, students and parents/careers.	A/I
E	Be able to work to tight deadlines, prioritise workload and keep calm under pressure.	A/I
E	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.	A/I

**PERSONAL QUALITIES AND SKILLS (CONTINUED)**

E	Have the ability to work as part of a team.	A/I
E	Be proactive with the ability to act on your own initiative.	A/I
E	To be responsible for all aspects of the organisation of internal and external examinations in line with JCQ requirements.	A/I
E	To work collaboratively with all staff and parents in order to support student well-being.	A/I
E	Keep up to date with all appropriate professional development and training.	A/I

ADDITIONAL FACTORS

E	A commitment to raising achievement across the whole age and ability range	A/I
E	Willingness to be involved in extra-curricular activities	A/I
E	Driven towards achieving results for all	A/I
E	Commitment to developing links with parents and the wider community	A/I

PRE-EMPLOYMENT CHECKS

E	Positive recommendation from all referees, including current employer	RI
E	DBS Clearance post appointment	N/A



THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information.

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit to our school, then please email office@ahs.omegamat.co.uk with your request and we will coordinate a mutually convenient date and time to visit.
- Download and complete the Omega Multi-Academy Trust application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below
PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

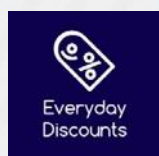
Dave Taylor
Pastoral Support officer



STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



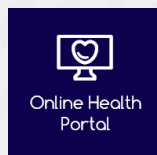
An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



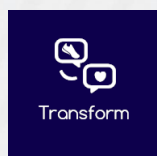
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



ALSOP HIGH SCHOOL

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Telephone: 0151 235 1200
Email: office@alsophigh.org.uk
www.alsophigh.org.uk

Omega Multi-Academy Trust
Lingley Green Avenue, Great Sankey
Warrington, Cheshire, WA5 3ZJ

Telephone: 01925 988330
Email: enquiries@omegamat.co.uk
www.omegamat.co.uk

- Have previous experience in the administration of national examinations according to JCQ regulations.
- Have knowledge of the national examinations system and Assessment recording and reporting.
- Have excellent IT skills including MS Office, particularly Excel.
- Have working knowledge of SIMS or other MIS systems.
- Have the ability to pay attention to detail.
- Possess excellent communication skills, being able to communicate with colleagues, students and parents/careers.
- Be able to work to tight deadlines, prioritise workload and keep calm under pressure.
- Have the ability to work as part of a team.
- Be proactive with the ability to act on your own initiative.
- 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.