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**Exams Officer (Maternity cover)**

*Inspiring a generation to achieve excellence through innovation*

**Start date:** As soon as possible. This role is maternity cover on a fixed term contract ending 31 August 2019

**Salary:** Band 7 £24,988– £30,597 depending on experience

**Location**: Brixton, London

**Nearest Tube station:** Brixton (Victoria)

**Deadline: 7**th October 2018

**Interviews:** Interviews will take place during the week commencing 15 October 2018

**Ofsted**: [Good](https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/135389) (2017)

*Visits to our school are encouraged; to arrange, please call 0207 737 9523*.

Dear Candidate,

Thank you for taking the time to find out more about this exciting role as Exams Officer at Ark Evelyn Grace Academy. We are delighted that you are considering joining our academy at such an exciting stage in our development. Ark Evelyn Grace Academy is a mixed, non-selective, 11-18 secondary school in Lambeth. The Academy opened in 2008 and moved into its award-winning building on Shakespeare Road in 2010. Evelyn Grace Academy was judged as ‘good’ by OFSTED in 2017 and behavior was said to be ‘exceptionally strong’.

In September 2017, I took over as Principal, having previously co-founded an ‘outstanding’ ARK school in North London: Ark Academy. I will work with staff at Evelyn Grace to secure its position as the school of choice in the local community. Together we will ensure that students secure the highest possible standards so they can go on and compete for the very best positions in their chosen career.

We believe education is transformational. That is why what we do matters and why we are always seeking to improve our practice. As an Exams Officer at Evelyn Grace you will join me and together we will shape and develop our academy, and thereby realise our ambitions in building an outstanding school.

At Evelyn Grace Academy we believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, the Academy offers a rigorous curriculum and a broad enrichment programme for students at all key stages.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of transforming people’s lives. Our ideal candidate will have a proven track record of outstanding work and will be a strong team player fully aligned to the Academy’s ethos of high academic expectation and aspiration for all. They will want to be part of body of teachers that work tirelessly to help our students develop the sort of qualities that will help them flourish and succeed in life.

As a member of Evelyn Grace and the ARK network, you will receive the sort of coaching, training and development opportunities that will help you become the very best that you can be.

For further information and to apply please visit our website: [evelyngraceacademy.org](http://www.evelyngraceacademy.org)/vacancies and complete your application by **Sunday 11th November 2018.**

For any queries relating to your application, please contact our Operations Manager on 0207 737 7560 or russell.dunscombe@evelyngraceacademy.org

I wish you all the best in your application.

Yours faithfully,

**Tim Dainty**

**Principal**

**Job Description: Exams Officer**

**Reports to:** Assistant Principal

**Start date:** As soon as possible

**Salary:** Band 7 £24,988– £30,597 depending on experience

**Hours of work:** 36 hours per week all year round

**The Role**

As the Exams Officer, you will ensure the smooth running and integrity of all external and internal examinations across the school.

**Key Responsibilities**

* With the support of the Senior Leadership Team, develop and run all exam related systems and procedures
* Manage the examinations budget
* Input and analyse data using relevant examinations software, such as the CMIS
* Direct staff in the accurate registration and entry processes of examinations
* Provide training to a team of invigilators, ensuring that the Joint Council’s ‘Instructions for the Conduct of Examinations’ is adhered to at all times
* Assist in the timetabling of exams
* Create and distribute examination, rooming and invigilation timetables to students and staff
* Liaise with the facilities team to ensure that the facilities for students undertaking examinations are of the highest possible standard
* Liaise with the awarding bodies to ensure that students receive any special consideration due to them together with allowances for prevailing circumstances
* Manage the electronic download of examination results and the process of distribution to students
* Keep abreast of developments in education and the corresponding changes in qualifications and assessment

**Other**

* Carry out other reasonable tasks as directed by the Senior Leadership Team

**Person Specification: Exams Officer**

**Qualification Criteria**

* Right to work in UK
* Mathematics and English GCSE or equivalent at Grade C or above
* Relevant qualification in ICT or data management desirable

**Experience**

* Experience of working as an Examinations Officer, or in a similar role which required handling and manipulating large amounts of complex data
* Knowledge of relevant education policy and regulation on data and assessment
* High level of proficiency with Student Management Information Systems, ideally Bromcom
* High level of proficiency with Microsoft Office
* Strong administrative and organisational skills
* Excellent communication skills
* Experience supervising staff desirable

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every student
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Highly numerate and analytical
* High standards and a keen eye for detail
* Sound judgment, especially relating to confidentiality and discretion
* Takes initiative and manages own time effectively
* Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
* Keen to learn and further develop own skills

**Other**

* Commitment to the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.