



**CONTRACT:** Permanent

**WORKING PATTERN:** 35 Hours per week (8:00am – 3:30 pm) term time + 2 weeks

**SALARY:** Grade 6, Points 21-25, £28,900 - £32,020 pro-rata (£27,194 - £30,622 actual)

The Governors of this school are seeking to appoint an experienced innovative, effective and highly motivated professional Examinations Officer to be responsible for the administration, organisation and smooth running of all public and internal examinations at the school.

This is an important and busy role and you will be required to work efficiently and accurately. You will be responsible for managing and training a team of examination invigilators, ensuring all students are entered for the correct examinations with the appropriate access arrangements in place and for correct exam timetables being created and disseminated. You will also ensure the school is fully compliant with all public examination board requirements.

You should:

- 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 pro-active with the ability to act on your own initiative.

In return, we will offer you the opportunity to further your professional development in a supportive and friendly environment.

For further details on the role please download the job description and person specification. Completed applications should be returned to [hr@thebarlowrchigh.co.uk](mailto:hr@thebarlowrchigh.co.uk)

**Closing date:** Friday 8<sup>th</sup> September 2023 at 8am

**Shortlisting:** Friday 8<sup>th</sup> September 2023

**Interview:** Week commencing Monday 11<sup>th</sup> September 2023

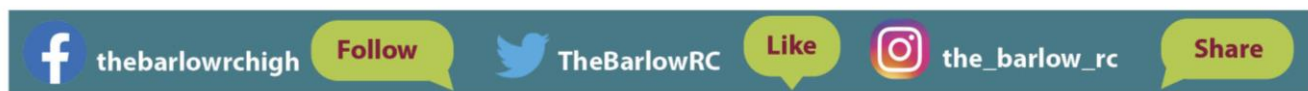
### About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In June 2019, 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.

*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 is required for all successful applicants.*

**The Barlow RC High School**  
Parrs Wood Road, Didsbury, Manchester, M20 6BX  
[www.thebarlowrchigh.co.uk](http://www.thebarlowrchigh.co.uk)  
📞 **0161 445 8053**



# EXAMINATIONS OFFICER



**The Barlow RC High School**

*"Learn, Achieve, Succeed"*

SERVICE - PRAYER - ACHIEVE - RESPECT

## JOB DESCRIPTION

<b>Department</b>	Support Staff
<b>Directly Reporting to</b>	Assistant Headteacher
<b>Main Contacts</b>	Head Teacher / SLT / SBM
<b>Purpose of Job/Role</b>	
<ul style="list-style-type: none"> <li>To be responsible for all aspects of the organisation of internal and external examinations, including the recruitment, training and deployment of invigilators and the security of examination papers, in line with JCQ requirements; and the effective distribution of certificates.</li> <li>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.</li> <li>To work collaboratively with all staff and parents in order to support student well-being.</li> <li>To further develop expertise in the software used by schools for examination entries and assessment.</li> </ul>	
<b>Main Responsibilities</b>	
<b>Examinations</b>	
<b>1</b>	To understand and implement JCQ regulations in respect of external examinations.
<b>2</b>	To be responsible for the registration of pupil external examination entries with the examination boards, ensuring that every student is entered for every examination with Special Consideration arrangements applied for as appropriate and liaise with SLT regarding disapplication of a student.
<b>3</b>	To work with school SENCO with regards to access arrangements and special considerations.
<b>4</b>	To prepare, share and implement internal and external examination timetables for all stakeholders.
<b>5</b>	To be responsible for the receipt of and secure storage of exam papers in the Exams Secure Room.
<b>6</b>	To prepare and provide seating plans for students.
<b>7</b>	To lead on the start and finish of an exam.
<b>8</b>	To organise the preparation of boxes to go to exams rooms.
<b>9</b>	To lead on dealing with any student issues on exam days (such as sickness/ lateness).
<b>10</b>	To ensure students are in the correct exam.
<b>11</b>	To be responsible for the recruitment, co-ordination, training and deployment of exam Invigilators as part of the agreed system for the school.
<b>12</b>	To be responsible for the day-to-day supervision of exam Invigilators.
<b>13</b>	To work within budget allocation for Examination and Invigilation costs.
<b>14</b>	To co-ordinate submission of controlled assessment and course work marks.

15	To hold the supervisory role for internet access for staff to examination boards (superuser).
16	To be responsible for the collation, analysis and distribution of all external examination results.
17	To assist with data entry and assessment cycle tasks outside of the exam 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	Co-ordinate and oversee 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 assist the Senior Leadership Team to organise examination presentation events.
25	To take a lead role in co-ordinating the October and January census, under the direction of the Data and Cover Manager.
26	Be responsible for the accuracy, confidentiality and security of data produced by self and other staff.
27	To be responsible for the creation and maintenance of appropriate data collection structures for staff.
28	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



The Barlow RC High School

*"Learn, Achieve, Succeed"*

SERVICE - PRAYER - ACHIEVE - RESPECT

## 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 SIMS.		*	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