

# Application Pack Examinations Officer Maternity Cover



September 2021

Dear Applicant

Thank you for responding to our advertisement for the post of Exams Officer – Maternity cover. We are looking to appoint a compassionate and optimistic colleague to join our school and wider Trust community, who will play a role in moving our school to Good and beyond.

Stratton is a vibrant Upper School with around 1,000 students on roll. Due to considerable housing development within and around Biggleswade, the school is set to grow significantly, including a longer term plan to admit students at Y7 to an overall capacity of 1650 students. We are proud of our large and successful Sixth Form and the breadth of curriculum we are able to offer our post-16 students. In every respect we are a truly comprehensive school with a full ability range. As the only provider of Key Stage 4 and 5 education in the town, our challenge is to move effortlessly between preparing Year 13 students for top universities to working with students who, without our support, would have rejected the concept of education. Our students are our best advertisement, although closely followed by our dedicated, creative and passionate staff.

Stratton Upper School joined the Cambridge Meridian Academies Trust in October 2020. The successful applicant will not only join a strong and growing team at Stratton Upper School but also be part of a wider network across our family of schools.

If you think you can make a contribution to our community of staff and students and would like to work and learn in a continuously improving school and as part of a wider trust, then we would be delighted to receive your application. We ask that letters of application do not exceed two sides of A4.

The closing date for applications is 12 noon on Monday 27<sup>th</sup> September 2021.

We hope you will want to work with us and look forward to hearing from you. Whatever your decision, we wish you good fortune in your search for the right post.

Roz Hodges  
Principal

# Job Description

**Hours** : 39 weeks per year, plus 2 weeks in the school holidays

**Reports to** : Vice Principal, Curriculum, Data & Timetable

**Grade** : Level 4 Band D point 15 to 20

## Job Purpose

The Examinations Officer is responsible for:

- Liaising with the Senior Leadership Team, Key Curriculum Leaders and other relevant staff regarding examination entries, coursework, and assessment procedures and protocols, and ensuring the smooth running of the examination cycle at all key stages for both internal and external exams.
- Creating exams schedules for internal and external exams
- Downloading all relevant base data (exam boards) into SIMs Exams Management system
- Liaising with the Senior Leadership Team (SLT) to discuss deadlines and other exam related issues
- Ensuring that all required information, including that for external candidates, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data.
- Keep up to date with all JCQ rules and regulations and deadlines.
- Dealing with post results enquiries, processing and communicating this to departments and parents/carers.
- All aspects of the conduct of both public and internals examinations as per examination board requirements and school policies and procedures
- Providing SLT with exams schedules, updating the school website and other systems
- The processing and issuing of examination results in line with examination board requirements and school policies and procedures
- The line management of all examination invigilators including their induction, training, timesheets, rotas etc.
- Liaising with the SEN Administrator to organise access arrangements for all students who have special education needs for exams and make application to the JCQ for these arrangements
- To keep up to date records and procedure for JCQ onsite inspection
- Receive, check, sort and secure external examination papers as they arrive and take responsibility for examination stationery in line with JCQ regulations.
- Check, pack and arrange despatch of all external examination papers by relevant authorised means

## Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager or Headteacher.

## Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals

- To organise public and internal examinations including individual timetables for students, hall / room and invigilation requirements
- Organise baseline tests for all new students
- Collate course information, in conjunction with the data manager, and provide exam boards with estimate entries
- To co-ordinate invigilation for school and public examinations as required
- To ensure that examination papers and documentation are securely stored as per examination board requirements
- To liaise with examination boards and relevant staff in relation to internal assessments, examination timetable clashes and special requirements for SEN students
- To liaise with and follow up with Key Curriculum Leaders and relevant staff to ensure coursework, examination entries and other requests / changes are submitted within set deadlines
- To set up exam venues as per examination board requirements
- To co-ordinate the posting of coursework and examination papers
- To co-ordinate access arrangements with the SEN Administrator for all internal and external exams
- To co-ordinate exam certificates and arrange for them to reach students either in person or by posting
- To maintain and update information held on school database systems relating to assessment and examinations
- To provide instructions and /or assist teachers in relation to examination entries, internal assessments and assessment data requirements
- To set up and maintain archive files and historical data relating to assessment and examination results
- To input examination entries and results into school database systems as required
- To co-ordinate the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines
- To liaise with other schools in order to follow up missing data
- To provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff
- To be available on results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures
- To ensure that data protection regulations are complied with and maintained
- To report to the exam board school staff who have exam age children, according to the exam board regulations
- To design user friendly reports to meet the needs of the school in relation to assessment and examinations
- To establish, in liaison with your Line Manager, contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes
- To contribute to the evaluation and development of assessment and examinations within the school and make recommendations to your Line Manager and the SLT
- To report technical faults relating to the school database systems and equipment to the ICT Manager following school reporting procedures, and to track progress of resolutions

- To liaise with the Finance Office on the payment of examination fees according to the school's charging policy
- To liaise with Site Staff to ensure that halls and rooms are available, and desks and chairs set out as required
- To liaise with line manager regarding exam fees and budget targets
- To be flexible in busy periods during exam time especially between April to the beginning of July
- To prepare and liaise with SLT regarding results day and enrolment

#### Personnel

- To establish and maintain good relationships with all staff, students, visitors, contractors and examination boards
- To identify training needs of examination invigilators and organise appropriate development opportunities in liaison with line Manager
- To maintain attendance and training records for examination invigilators
- To manage and coordinate the recruitment of examination invigilators as required

#### Administrative / Financial

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, returns and reports
- To collate information, statistics and prepare reports as required
- To maintain manual and computerised records and filing systems
- To deal with correspondence promptly and as required
- To provide a costing, manage, monitor and review relevant budgets ensuring best value principals are followed where possible
- To ensure that financial procedures and activities are carried out as required by school policies and procedures such as placing purchase orders and authorising invoices for payment

#### General

- To attend relevant meetings and training sessions
- To keep abreast of developments and changes in fields relevant to role such as the examination, changes in syllabi and entry requirements, and communicate to staff
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher shall from time to time reasonably require
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- To be subject to all relevant statutory and institutional requirements.

# Personal Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Good general standard of education with qualifications to at least 'A' level standard or equivalent	Degree level of qualification
<b>Experience</b>	<p>Experience of working in an office and data driven environment</p> <p>Experience of compliance with the requirements of regulatory bodies</p> <p>Experience of working effectively under pressure.</p>	<p>Experience of working in a school environment</p> <p>Experience of working with young people</p> <p>Experience of examination administration or organisation</p>
<b>Knowledge</b>		<p>Knowledge or understanding of secondary school procedures</p> <p>Knowledge of examinations regulations or procedures</p>
<b>Skills &amp; Ability</b>	<p>ICT Skills (Intermediate Word, Excel, Microsoft Outlook, Powerpoint,)</p> <p>Good analytical and numerical ability</p> <p>Excellent written and oral communication skills</p> <p>Good communication and interpersonal skills – working with staff, students and parents/carers</p> <p>High level of personal organisation, and the ability to work without close supervision</p> <p>Calm, confident attitude</p> <p>Ability to adapt quickly to different situations and a good level of common sense</p> <p>Ability to work in a team and on your own</p> <p>Experience of dealing with confidential issues</p>	<p>Knowledge of SIMS</p>

# Procedure for Application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a concise letter of application. This should be typed and should include the following information:

- A brief outline of what you have achieved in your present or most recent post
- A statement about why you want this job
- An indication of the strengths and expertise you could offer the school
- How your experience has prepared you for this role

We are not in a position to accept a generic CV instead of an application form. Additional sheets or a separate letter may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Nicola Richardson, HR Officer either by post or by email. Email address is: [nrichardson@stratton.school](mailto:nrichardson@stratton.school)

The Academy Council of the school is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief.

The school takes Safeguarding very seriously. As a matter of routine, all successful applicants will undergo DBS and barred list checks. Teaching staff will also be subject to a prohibition check. Disclosure of criminal records will be required for any applicants invited to interview.

Canvassing any member of staff or member of the Academy Council either directly or indirectly, is prohibited and will be considered a disqualification. We do however encourage candidates to discuss very informally either by telephone or by arranging a pre-application visit.

If you have not heard from us within two weeks following the closing date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the school would like to thank you for your time and your interest in the position.



# Stratton Upper School

Stratton Upper is a 13 to 19 school with a roll of around 900 students. This includes approximately 200 students in our Sixth Form. We are the only upper school serving Biggleswade and the surrounding villages. This has both advantages and responsibilities. An advantage is that any competition from neighbouring schools is minimal and this has enabled us to develop increasingly collaborative relationships with them. Our unequivocal responsibility however, is to ensure that we support the needs of all students within our catchment. It follows that we accommodate students from across the full spectrum of ability and that we are truly inclusive.

Information concerning our 2019 exam outcomes can be found on the school website. We are now embarking on an ambitious programme to raise standards, transform our curriculum and help our students realise what they are truly capable of achieving. Our ambition for school improvement continues with even more purpose, driven by our commitment to open as many opportunities for our students as we possibly can.

To achieve our vision we guide our students to be self-motivated, enthusiastic learners who are equipped and inspired to love learning throughout life as much as we do.

In practice, our approach is based on high expectations, high aspirations and high levels of trust. Our starting point is our working assumption that staff and students alike are committed to personal fulfilment and expect to work in an environment of success and respect.

We find there is very little need for traditional lists of dogmatic school rules and attendant lists of sanctions and consequences. Our expectation is that our students will always “do the right thing” because we have inspired them to commit to our shared values, which centre on aspiration, mutual support and of course, learning. When this is challenged (and it is, we are a school with 1,000 13 – 19 year olds!) we resolve the issue swiftly, but we also reflect the extent to which our own actions, as adults and professionals, contributed to the situation.

We recruit professionals who share our vision, who focus on the long game, knowing that schools thrive on quality relationships between staff and students.

Candidates should be aware of our adherence and commitment to these values.

The holistic experience of being a Stratton student is of vital importance to us. Our staff are incredibly giving of their time, which means we can offer a vibrant, extracurricular range of activities. In 2014, we took part in a humanitarian expedition to Peru, in 2016 students returned from a similar expedition to Borneo and our latest humanitarian visit returned in August 2018 from Costa Rica.

Performing and visual arts are a strength with regular multimedia exhibitions, drama, music and dance productions. Our sports facilities are excellent and support a full range of individual and team sports and we have recently partnered with the Norwich City FC Regional Development Programme to offer a football programme to our post-16 students. We also have an ambition and drive to become a centre of STEM excellence within the local authority.

## General Information

Our Stratton catchment area incorporates the town of Biggleswade and a number of small villages in the Bedfordshire and Cambridgeshire countryside.

Biggleswade lies on the A1 and mainline railway, making it an ideal town for commuting into London (35 min to King's Cross). Other centres of employment include Cambridge, Bedford, Stevenage,



Milton Keynes and Peterborough. Each of these towns and cities are accessible within 45 min travel time from Biggleswade. Employment in Biggleswade has traditionally been in market gardening and engineering. Both these industries still have a presence in the area, but are no longer the significant employers they once were.

Biggleswade is set to expand over the coming years. Population is expected to rise by at least 25% and we are already seeing significant economic investment in the town. Biggleswade has been featured in a number of national newspapers as *the* place to live, combining with its strong communication links, reasonable house prices and of course, good schools!

The school is ready for an expected expansion in numbers due to these demographic changes. Our new science centre was opened in September 2017 and has provided the additional 13 classrooms needed.

The welfare and well-being of all members of our community is of central importance and we expect staff, pupils and students to give high priority to the needs of others and their development. The school is known for its strong pastoral care and support for students with special educational needs and disabilities.

We aspire to be a school where learning is fun and fosters the joy of learning within the boundaries of good order and discipline.

## Staff Development

Stratton Upper School places a great deal of emphasis on the continual development of its colleagues. We are an outward facing school and play a significant role in the following organisations:

The Biggleswade Community Union of Schools (BCUS) an association of all education providers in our area dedicated to developing seamless education provision from ages 0 to 19;

Central Bedfordshire Upper Schools Heads Group;

Central Bedfordshire Teaching School;

The Academy of Central Bedfordshire, an alternative provision free school established by the Central Bedfordshire Upper Schools;

Cambridge University Department of Education;

Colleagues expect to engage in professional development through a mixture of school-based training, addressing holistic priorities and an individual assessment of needs.

## Final Comments

We are fastidious in our recruitment of new colleagues. Potential applicants must share our vision and commitment to providing the very best education to our students that we possibly can and promote our ethos. Applicants must be team players who are able to see how their contribution fits into the bigger picture. They must be dedicated, skilled, highly professional individuals who are passionate about their work and enjoy working with others that share these values.

Choosing to apply for a job is potentially life changing. It is important that we assist you as much as we possibly can in assessing whether we are the right environment for you, as much as we assess whether you have the right skill set and attitude for us. Please do not hesitate to contact us if you require additional information, or would like to visit us as part of your application process.

# DBS and the Recruitment of Ex-Offenders Policy

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working at the School.** This will depend on the nature of the position and the circumstances and background of your offences.