



TRC
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

Exams Manager

Closing Date: 24 September 2024 at midday

Interview Date: 30 September 2024

Responsible to:	Assistant Principal
Responsible for:	Ensuring the delivery of efficient and effective services for Examinations and other academic logistical support
Salary:	Band H - £34,314.00 to £36,124.00 per annum
Working hours:	Monday to Friday, 37 hours per week, all year

Inspire Learning Trust is a Multi College Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School, Thomas Rotherham College and Winterhill School.

Based at Thomas Rotherham College, the post holder will provide high quality, wide-ranging examinations services for the College (and Trust where appropriate). The post holder will be a key manager in the College and will work positively and proactively in respect of exams support.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

Applicants are required to apply via our online application form which is available on our website: <https://www.inspiretrust.uk/vacancies/>

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers, and volunteers to share this commitment. The Trust is an equal opportunities employer, and we undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online media searches which will form our due diligence checks pre interview. Employees will be subject to a comprehensive vetting process including references from current and previous employers, right to work in the UK, an enhanced DBS check and a further check against the appropriate barred list.

All candidates are expected to read the Trust's Safeguarding Policy accessible via our website: <https://www.inspiretrust.uk/page-template/statutory-documents/>

Applicants are invited to visit the college to speak to a member of the senior team. Times are available throughout Wednesday 18th and Thursday 19th September, until 5:00pm. Please email the Assistant Principal Chris Walls (c.walls@trc.ac.uk) to arrange.



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Inspire Learning Trust

Why work for us?



Employee Assistance Programme

24/7 confidential help covering counselling and practical and emotional help.



Support Staff Holiday Entitlement

Generous annual entitlement for all our professional support staff.



Accredited living wage

We are committed to ensuring staff rates of pay exceed the national minimum wage.



Student Admissions at OHS

Priority placing for children of staff, subject to length of service.



Specsavers Eye care voucher scheme

Obtain a free eye test and discounts on glasses



Flu jabs

Flu jab vouchers available on an annual basis.



Cycle to work Scheme

Salary sacrifice scheme on a brand new bike with Cyclescheme.co.uk



Free Parking

Free car parking at all sites.



Employee Referral Scheme

You could earn £500 for recommending an appointed friend or family member



Evening Language Classes

Access to modern foreign languages classes at a 25% discounted rate.



Onboarding for new starters

Bespoke onboarding process for all new starters, including an additional day's pay.



Pension contributions

Access Teachers and Local Gov pension schemes, contributions between 16% and 24%.



Gym and exercise classes

Gym membership and exercise classes at only £10 per academic year.



Urban Yoga

Access free yoga classes at Oakwood High School.



Sports Facility Hire

Reduced rates on our sports facilities and pitch hire.



Westfield Health Scheme

A salary sacrifice scheme that gives quality health cover.



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Job Description and Person Specification

Main Purpose of Job

To provide high quality, wide-ranging examinations services for the College (and Trust where appropriate). The post holder will be a key manager in the College and will work positively and proactively in respect of exams support.

The post holder will work in collaboration with a range of staff across the College in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the College and wider Trust.

The post holder will part-manage the Exams and Data Support Officer, who assists with negotiated elements of the role. There is also a large team of external examiners.

TRC is a large provider. 1400 students are enrolled on courses that require examinations administration and the role requires excellent administration and organisational skills. With the move to assessed components in BTECs, alongside more traditional A levels and GCSEs to complement the college's two internal examination series, our exam season lasts many months.

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community.
We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



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Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1. Role Specific Duties and Responsibilities	A	L	O
Manage the examinations service for the College in line with internal policies and procedures and external policy, procedure and guidance (specifically Examination Board requirements and DfE statutory and regulatory requirements). The post holder will work under the strategic leadership of and as directed by the Assistant Principal (Quality of Education).	✓	✓	✓
Develop the framework, development and operational plans for examinations for the college in line with the Trust model and ensure that all team members have an active and robust service delivery plan. Develop relevant internal policy and procedure and review and update as appropriate.	✓	✓	✓
Provide leadership and management to the appropriate staff. The current team consists of: <ul style="list-style-type: none"> Examinations and Data Support Officer Occasional exams administrative support Invigilators Lead, manage and direct the team; taking operational responsibility for deploying them effectively to meet the demands of the College.	✓	✓	✓
Ensure that the team develop and regularly update their skills and knowledge both individually and as a team so that they can provide effective and robust services to the College.			
Plan, develop and deliver all aspects of the College internal and external examinations with direction from the Assistant Principal and support from the Examinations Support Officer.	✓	✓	✓
Plan, develop and deliver the reporting suite and schedule of exam services	✓	✓	✓
Manage the interface for returns and information update between the College (and where appropriate the Trust) and external bodies including DfE, LA and Examination boards (this includes updating relevant online systems).	✓	✓	✓
Take responsibility for the appropriate use of all resources, including budget (exams, administration, software etc) and monitoring in line with the College principles on best value and development plans.	✓	✓	✓



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Create positive and supportive working relationships within the College; assist with problem resolution by advising on required inputs and outputs.	✓	✓	✓
In consultation with the Assistant Principal (Quality of Education) determine specific goals providing detailed development plans for the accomplishment of these goals. Ensure plans are rigorous and fully documented to ensure timely implementation.	✓	✓	✓
Analyse processes and services identifying alternative solutions and recommending new approaches. Help establish requirements for the implementation of change for the team and where appropriate across the College staffing networks.	✓	✓	✓
Ensure compliance with any relevant Safeguarding, Records Management, GDPR and Health and Safety procedures and raise awareness amongst staff, students and other users.	✓	✓	✓
Be accountable for and routinely review the data and information storage for the service, ensuring that this is understood by the team and discharged appropriately.	✓	✓	✓
Manage appropriate projects involving the selection, development and implementation of staff, systems and procedures to enable the College (and where appropriate the Trust) to improve its existing examination procedures and protocols and achieve the key educational and administrative goals.	✓	✓	✓
Through line management advise on a regular basis on the progress of development and implementation of projects.	✓	✓	✓
Support college development by contributing to the Induction and ongoing development of a range of new staff.	✓	✓	✓

2. Generic Duties and Responsibilities

2.1 Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.

2.2 All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).

2.3 Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.

2.4 Participate and contribute to Talent Development and Service Frameworks and other plans.

2.5 All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.

2.6 Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.



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2.7 Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.

2.8 Establish constructive relationships and communicate with others (inside and external to the Trust).

2.9 Organise and support school/college and Trust events as requested.

2.10 Any other reasonable and appropriate duties as directed by Trust or school/college Senior Staff.

2.11 All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.



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Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1. Qualifications and Training	Essential	MoA
Educated to Degree level or significant practical experience.	✓	AF / CQ
Educated to A Level or equivalent Level 3 qualification and must have GCSE English and Maths Grade C/4 or better.	✓	AF / CQ
Experience in dealing with Examinations & Awarding Bodies.	Desirable	AF / I
Experience in the field of computerised student information systems.	Desirable	AF / I / R
Considerable experience of using Microsoft Office and a range of other IT packages. Highly computer literate.	✓	AF / I / R
Understanding of confidential and data protection matters.	✓	AF / I / R
Record of successful dealings with staff, parents and students.	Desirable	AF / I
Ability to communicate effectively to a range of audiences (internal and external) through good inter-personal, written, oral and presentation skills.	✓	AF / I / R
Excellent levels of accuracy and attention to detail, applying quality assurances where appropriate.	✓	AF / I / R

2. Skills and Experience	Essential	MoA
Strategies for promoting equality of opportunity together with knowledge and understanding of the educational needs of a multi-cultural population.	✓	AF / I / R
Strategies, knowledge and understanding of the measures required to safeguard and promote the welfare of children and young people.	✓	AF / I
Experience of administering L3 exams (A levels, AGQs or T-Levels)	Desirable	AF / I / R
Team-working skills – the ability to contribute to and implement decisions taken by the team to support and guide students.	✓	AF / I
Self-management – the ability to plan time effectively and to organise oneself well.	✓	AF / I
Effective problem-solving skills.	✓	AF / I
Positive attitude to working with students, staff and parents.	✓	AF / I
Approachable, enthusiastic and well organised.	✓	AF / I / R



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Conscientious, honest and reliable and a sense of humour.	✓	AF / I / R
A commitment to the Trust and Trust improvement.	✓	AF / I / R

3. Mandatory Requirements	Essential	MoA
3.1 A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Learning Trust.	✓	AF / I / R
3.2 Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF / R
3.3 References that confirm suitability to work in an educational setting, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF / R

4. Physical Requirements	Essential	MoA
4.1 Health and physical capacity for the role.	✓	AF / I / R
4.2 A good attendance record in current employment (not including absences resulting from disability).	✓	R

5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

Seeing the Bigger Picture: Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.

Changing and Improving: Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.

Making Effective Decisions: Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively..



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Leadership: Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.

Communicating and Influencing: Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.

Working Together: Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.

Developing Staff and Others: Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.

Managing a Quality Service: Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.

Delivering at Pace: Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with the Education Support Partnership, and they provide us with an Employee Assistance Programme to support all staff on a range of issues. We will continue to work with our staff body to improve and ensure that we remain a really good place to work. Our commitment to our pay and conditions is demonstrated by the Trust being recognised as an Accredited Living Wage employer.



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**Inspire Learning Trust is
committed to... Educational
Social Responsibility
We are committed to a value
led educational provision.**

Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi college trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**
- **Inspired to achieve - Oakwood High School**
- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**
- **Everyone succeeds - Winterhill School**

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, students and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,
Reflection, Risk taking and Relationships***