

# Haggerston School

## Information Pack Exams Officer



Aspiration | Creativity | Character

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Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 9:00am on **Friday 26<sup>th</sup> February 2021**. Alternatively, you can also request and submit your application by email at: [recruitment@haggerston.hackney.sch.uk](mailto:recruitment@haggerston.hackney.sch.uk). If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or [recruitment@haggerston.hackney.sch.uk](mailto:recruitment@haggerston.hackney.sch.uk).

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in dark ink, which appears to read 'Ciara Emmerson', written over a light blue horizontal line.

Ciara Emmerson - Headteacher

# THE HAGGERSTON WAY - OUR MISSION

## **Aspiration**

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

## **Creativity**

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

## **Character**

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.





# STAFF REWARDS AND BENEFITS

## Incentives:

- Generous **annual leave allowance** for support staff
- **Childcare Vouchers**
- **Cycle Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

## Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching
- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

## Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry

# EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

## SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
- Support staff who have dealt with issues around abuse
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Encourage the development of self-esteem and resilience
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Ensure there is a member of staff designated for the support of 'Children in Care'

- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
- Regularly review and update our procedures, policies and practices
- Work with parents and carers in partnership to create positive relationships that safeguard children and support families
- Work with agencies to share information and support families
- Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



## **JOB DESCRIPTION**

**POST TITLE:** Exams Officer  
**STATUS:** Term time plus 10 days, 36 hrs per week  
**SALARY:** SO1  
**LINE MANAGER:** Student and Data Services Manager

This is a term time only + 2 weeks post and the postholder will be expected to work a 36 hour week. The indicative hours of work will be 8.00am – 4.15pm Mon-Thurs and 8.00am – 4.00pm Friday, including an hour for lunch. It is an expectation of the postholder that they work additional hours as necessary during the peak exam periods. There will occasionally be the need to attend meetings away from the school and outside of normal working hours.

It is expected that the postholder will carry out her/his responsibilities within this framework.

### **Core Purpose**

- To be responsible for the smooth, efficient and compliant running of all aspects of the school's domestic and public examinations.
- To support the school's Data Manager to provide a data management and Information service to the school and its stakeholders.
- To be an active member of the Student Services team and support its function within the school.

## **DUTIES AND RESPONSIBILITIES**

### **Responsibilities**

#### **Exams**

- Proactively manage the SIMS 'Exams Organiser' program. Including set-up of domestic and public 'seasons' and management of awards and base data.
- Electronically receive and submit, through SIMS, EDI and A2C, examination data including, but not limited to, base data, entries, amendments, coursework marks and results.
- Liaise with Heads of Faculties and other stakeholders to ensure that students are entered into correct examinations in a timely manner.
- Manage candidate Access Arrangements ascertained by liaising with SENCO and other stakeholders, ensuring evidence is available, forms are completed and Access Arrangements online have been submitted with JCQ.



- Maintain and be responsible for accurate records of all exam related data including, but not limited to, entries, correspondence, special consideration, access arrangements, coursework, exam attendance registers, estimated grades and results.
- Collect and dispatch coursework samples with appropriate liaison with moderators and departmental staff.
- Ensure the school has up to date exams policies and procedures.
- Maintain a comprehensive register of exam courses / syllabi being undertaken.
- Ensure that external website providing information about the school's exams and curriculum offer are adequately maintained.
- Securely receive and store and dispatch exam papers and other confidential material.
- Produce whole school and individual student exam timetables and seating plans for external and domestic exams.
- Manage booking rooms for exams on SIMS.
- Communicate with all staff and external organisations affected by exams.
- Communicate to candidates (and parents, where appropriate) of pertinent information relating to exams including, but not limited to, schedules and codes of conduct (as published by examination boards and the JCQ) in liaison with the member of SLT responsible for exams.
- Manage communications to staff with details of exams taking place.
- Recruit, manage and train of a team of exam invigilators, including deployment of appropriate responsibility to senior invigilators.
- Maintain exam related stationery, ensuring an adequate supply of all required items.
- Manage external candidates, including maintenance of 'SLA' so that charges and expectations are clear to all.
- Ensure the school is JCQ compliant and managing inspections.
- Escalate appropriately any perceived or reported irregularities relating to examinations.
- Manage record and distribute exam certificates.
- Produce reports relating to examinations on request.
- Work closely with the Data Manager on major exam results days.
- Assist with analysis of exam results when main GCSE and GCE results are received.
- Manage and co-ordinate Enquiries About Results and Access To Scripts services, ensuring any changes to results are updated on SIMS.
- Manage GLS 'Testwise' tests as required (e.g. Annual external CATs and whole year Reading and Numeracy).
- Develop knowledge across the team to enable examination processes to function smoothly in post holder's absence.
- Develop ideas and procedures, in agreement with line manager and / or SLT, to improve the school's management of data and exams.

## General

- Cover Student Services Hatch and inbox. (Whole Team Responsibility).
- Undertake administration as part of the Student Services team.
- Provide training on areas of expertise to colleagues as required.
- Actively adhere to school and external policies, including but not limited to those relating to data protection, child protection, health and safety and security.
- Undertake First Aid duties where required by the School and to be prepared to attend First Aid training to this end.

- Undertake continuing professional development to keep skills up to date.
- Undertake any other duties as reasonably requested by the Line Manager, the Head teacher or other members of SLT.

## Duties

- Carry out tasks required to ensure that all job responsibilities are fulfilled.
- Partake in rota with colleagues for undertaking team tasks.
- Maintain knowledge of all school policies related to the job role including but not limited to Health and Safety and Equality.
- Proactively ensure that all skills essential for the post are kept up to date.
- Keep up to date with and react to changes in local and national education policy that could have an impact on the role and its responsibilities.
- Undertake any other duties as reasonably requested by the Head teacher or the Deputies.
- Undertake fire warden duties if required by the School

Whilst every effort has been made to set down the main responsibilities and duties of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school and Hackney Learning Trust policies.

Signed:..... Date .....

Head teacher

Signed:..... Date .....

Business Manager

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date.....

Exams, Assessment and Data Officer

## **PERSON SPECIFICATION**

### **(Essential)**

- Excellent written and spoken communication skills
- High level of competency with Microsoft Excel (including mastery of formulae, formatting and sheet management).
- High level of competency in Windows file management techniques.
- Proven aptitude for learning new technical subjects quickly.
- Experience of working in a school or other educational environment.
- Experience of working with large quantities of data.
- Proven ability to prioritise conflicting tasks. (Good time management).
- Educated to GCSE Level (inc English and Maths)

### **(Desirable)**

- Experience of working with exams in a school or other educational environment.
- Experience of working with SIMS and Exams Organiser
- Line management of staff. (Will be managing invigilators)
- Proven responsibility for storage of secure and sensitive materials (hardcopy and electronic).
- Educated to GCE A Level or above.

**EXAMS OFFICER**  
**SO1 (£32,301 - £33,474 FTE)**  
**36 hours per week, Term Time + 2 weeks**  
**Job Start: Immediately**

**We wish to appoint an Exams Officer to be responsible for the smooth, efficient and compliant running of all aspects of the school's domestic and public examinations.**

Haggerston School is a mixed school with a sixth form since 2010, judged 'good' by OFSTED in March 2013.

That OFSTED report noted: *"the school has gone from strength to strength since the last inspection. Students now make good progress and almost all achieve well."*

**We are looking for someone who:**

- Has a proven track record of at least two years of competency and accuracy in the use of ICT systems and data management.
- Has a good understanding of examination processes and the requirement of the examinations boards.
- Understands numerical data and has the ability to provide meaningful analysis of results.

**We can offer you:**

- We are members of The Exams Office, which provide invaluable support to Exam Officers
- children and young people who are eager to learn and progress
- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment recently refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: [recruitment@haggerston.hackney.sch.uk](mailto:recruitment@haggerston.hackney.sch.uk)  
Application forms can also be returned to HR via email.

**Application closing date: 9:00am Friday 26<sup>th</sup> February 2021**  
**Interview and assessment date: Wednesday 3<sup>rd</sup> March 2021**

***We are a diverse community. committed to equality, and welcome applications from candidates from black and ethnic minority backgrounds.***

*Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*





## APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

### **Application Form**

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

### **Invitation to Interview**

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- Barred List Check

- a satisfactory enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of a probationary period

### **WARNING**

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the Disclosure and Barring Service.