



ST MARY'S CALNE

## EXAMINATIONS OFFICER

### September 2019

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking for an organised and professional individual with excellent attention to detail and the ability to stay calm under pressure to lead our examinations department. With ultimate responsibility for all aspects of public examinations (including mock examinations), invigilation staff and the department budget, the ideal candidate will be logical and be able to communicate effectively with the school community including parents, pupils and senior staff. This post offers 40 hours per week, 35 weeks per year plus 3 weeks during times of exam results in August. Based on statutory holiday entitlement, 5 holiday weeks are paid in addition to working weeks to complete the annual salary for this role.

**St Mary's is committed to safeguarding and promoting the welfare of pupils.  
Due to the nature of the work involved, the successful applicant will be required to undertake  
an Enhanced DBS check.**



Headmistress: Dr Felicia Kirk  
BA (University of Maryland), MA and PhD (Brown University)

## THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.



Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



## BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent, tailored continuing professional development within the department and across the school.

Competitive salaries and a contributory pension scheme.

Discounted membership of the St Mary's Calne Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.





# THE POST

The Examinations Officer is responsible for the administration, organisation and smooth running of public examinations and, in addition, the mock examinations for the UV (year 11) and UVI (year 13). However, the post-holder is also required to work closely with anyone administering other types of examinations in order to avoid clashes.

The Examinations' Officer reports directly to the Director of Teaching and Learning, and is responsible to the Headmistress for all aspects of his/her work.

## DUTIES

The following is a list of the general tasks and responsibilities which may be required but it is not intended to be definitive or restrictive.

- Liaison with the Director of Teaching and Learning and Heads of Department to ensure that correct entries are made for all I/GCSE and A Level, as agreed by both students and staff.
- Drawing up examination timetables as soon as is practicable in order to determine issues related to invigilation, study leave and general centre planning.
- Booking room for examinations (informing any relevant parties) and producing seating plans for each room in accordance with JCQ regulations. Ensure all access arrangements are covered (for example, single rooms).
- Recruitment, training, co-ordination and management of all invigilators. Requesting availability and drawing up invigilation timetables well in advance of written, oral and Art examinations.
- Checking and ensuring the security of examination papers and related materials from receipt and dispatch after examination, maintaining written logs of receipt and dispatch.
- Applying for and managing special considerations and any other requirements related to the examination system.
- Liaison with the Director of Teaching and Learning regarding invigilation, clashes of examinations and any other issues relating to the smooth running of the public examination in the centre.
- Issue students with their entry slips, making any necessary corrections; issue rules of conduct to all students and staff; Update the Examination Handbook, issue to students and publish on the school's intranet for reference.
- Book, prepare, organise and supervise the examinations in accordance with the regulations laid down by the Joint Council for Qualifications (JCQ) and Cambridge International.
- Supply of all the necessary stationery and materials related to examinations.
- Liaison with the Head of Learning Support and apply for Access Arrangements in accordance with the JCQ regulations. Ensure all provisions are in place - word processors, readers, scribes, individual invigilation - and that students are informed of their special arrangements.



- Arrange for collection and dispatch of Controlled Assessments and NEAs, Oral and Practical examinations and additional papers not included in the JCQ Parcelforce agreement.
- Arranging the despatch of completed examination scripts to addresses indicated by the examination board immediately following each sitting using the 'Yellow Label' Parcelforce system, retaining a log of all packages dispatched.
- Ensure that word processors are provided for candidates who require them for specific examinations and that the examination is printed correctly and dispatched with all necessary cover sheets.

#### Administration to be carried out when public examination results are published:

- Available during the two weeks in August when I/GCSE, AS and A2 level results are published, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents.
- Send for reviews of marking, script requests, etc, and disseminate the results of these to SLT, Heads of Department, and relevant parents.
- Produce statistical data related to all entries and the analysis of results in the format agreed with the Director of Teaching and Learning, and to update these regularly in the light of reviews of marking.
- Liaison with the Director of Teaching and Learning and Director of Sixth Form in regard to Sixth Form results and retakes.
- Liaison with the Director of Teaching and Learning / Deputy Head on the provision of statistics for the Headmistress, Governors, the ISC and DFE/ALIS/ISI.
- Check all examination fees and charges from each examination board.
- Prepare and check student examination fees for each examination period and pass to the Bursary for invoicing.
- Management and verification of invigilators' hours and pass to the Bursary for payment.
- Prepare all certificates for presentation in Chapel (I/GCSE) and for dispatch by signed delivery for all leavers (A level and I/GSCE)

#### Throughout the year:

- Ensure that the Director of Teaching and Learning, Deputy Head and Heads of Department are fully updated on all dates, changes in examination procedures, entries and results.
- Keep up to date with examination requirements, including the development of appropriate computer systems that meet the needs of the public examination system.
- Use and keep fully trained for the use of St Mary's MIS (iSAMS) to make examination entries and record results.
- Attend conferences and meetings related to the position of Examinations Officer as may be required.
- Liaison with the Academic Data Manager to send all necessary standardised test data relating to entries and results to the CEM centre at Durham University.

### Mock Examinations:

- Responsible for the administration of the mock examinations in the UV and UVI.
- Liaison with the Head of Learning Support regarding the required access arrangements for the mock examinations in order to gather evidence for the external examinations.
- Provide readers/scribes and individual invigilators as required for mock examinations
- Timetable the use of Old Mews for girls who need an individual room for their mock examinations and any other rooms required (e.g. for Language listening examinations).
- Liaison with the Heads of Department regarding their requirements for mock examinations and create an exam timetable for the UV and UVI Mock examinations
- Provide external invigilators for one UV mock English paper and one UV mock Maths paper.
- Liaison with the Director of Teaching and Learning to ensure that all other internal mock examinations are invigilated by appropriate teaching staff.

### Admissions Support:

- Provide invigilators as requested for Scholarship and Admissions examinations.

## PERSON SPECIFICATION

- Excellent organisational, interpersonal and communication skills.
- Ability to remain calm and logical under pressure.
- Forward planning, accuracy and attention to detail.
- Ability to work to deadlines, prioritise tasks and work on own initiative.
- Ability to work with others on all levels, lead, manage, motivate and train a team of staff.
- Clear understanding of and respect for confidentiality
- Excellent level of ICT.
- Enthusiasm and sense of humour.
- Flexibility with the ability to work early or late if necessary.
- Knowledge of the examinations system, preferably with experience as an Exams Officer.





# FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

An application form may be downloaded from the website or can be sent on request. Please contact:

Mrs Clare Oatley, St Mary's School, Calne, SN11 0DF  
T: 01249 857300 E: [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)

A **fully completed application form**, together with a covering letter, should be sent by email above.

**Email is very much our preferred method of receiving applications** and receipt of an application will be acknowledged as soon as possible.

**Applications will be reviewed upon receipt and suitable candidates invited for interview (the vacancy will close upon an offer of employment).**

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are below.



## EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2018. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.