

EXAMINATIONS OFFICER

NORTHALLERTON SCHOOL & SIXTH FORM COLLEGE

Application Pack



**Northallerton School
& Sixth Form College**

Being the best we can be

Welcome from the Headteacher

December 2022

Dear Prospective Candidate

Thank you for your interest in the post of Examinations Officer at Northallerton School and Sixth Form College. This is an exciting time to join this school as we continue to develop. We were placed in special measures in 2018 and in 2019 the school joined Areté Learning Trust which includes Stokesley School and Richmond School. This collaboration allows for cooperative working between three Technology faculties. We are very proud of the progress we have made and in January 2022 our school was judged to be Good in all areas in our most recent Ofsted inspection. We are an ambitious school and are passionate about the education of our students, continuous professional development of all staff and developing our strong partnership with parents and the wider community.

The Examinations Officer will work under the direct supervision of our Deputy Headteacher, managing the administration and organisation of all internal and external exams. A full job description and person specification is available in this recruitment pack.

If you are interested in submitting an application, please highlight the ways in which your abilities and experience make you a suitable candidate for this post. The closing date for applications is 6th January at 9am. I look forward to reading your application and to welcoming you to Northallerton School & Sixth Form College. If you would like to talk more about the role please contact my PA, Louise Bramley, on lbramley@arete.uk.

Yours sincerely

Vicki Rahn

Headteacher

Northallerton School & Sixth Form College

EXAMINATIONS OFFICER

Contract:	Permanent Post
Hours:	37 hours per week; Term time plus 3 weeks (42 weeks per year)
Salary:	£25,015 - £27,583 per annum Salary is pro-rata based on FTE of £27,344 -£30,151 Grade H, Scale Points 18 – 23
Closing date:	06 January at 9am Interviews will be held shortly after closing date
Required:	January 2023
Reporting to:	Deputy Headteacher

Job Purpose:

The core focus of this job is to be responsible for the efficient and effective running of all internal and external examinations within the school, including liaising with staff, students, invigilators and Awarding Bodies.

Required to ensure that the school complies with the Joint Council of Qualifications (JCQ) regulations ensuring exams are conducted in a way that meets the Awarding Bodies regulations and provide advice and guidance on the Awarding Bodies rules and regulations to staff and students.

An Enhanced DBS clearance is required for this post.

This role is office based within the school buildings.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES:

Operational Management:

- Oversee all arrangements for all public examination entries
- Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken
- Store securely and send completed examination papers to awarding bodies by set deadlines
- Make preparations for examinations, including setting up the exam room, attendance registers, storing papers securely, providing and checking seating plans and stationery
- Organise appropriate arrangements for the support of candidates with special examination requirements (access arrangements) which have already been authorised by the SEN department and external assessor
- Deal with issues relating to appeals, reviews of marking and other administrative issues

Communications:

- Liaise with awarding bodies to ensure that accurate administration of all examinations, including ensuring compliance with the JCQ regulations, regarding non-examined assessments and coursework requirements
- Provides advice and disseminates examination information to staff, students and parents/carers, including exam and invigilation timetables, guidelines and querying results
- Liaises with staff/heads of departments regarding pupil examination entries

Resource Management:

- Manages the examination budget
- Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them
- Responsible for the safe storage of the examinations papers, examination certificates and examination results

Systems and Information:

- Creates effective information systems for the recording of exams and results
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different awarding bodies.

Planning and Organising:

- Lead role in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure

Equalities

- Ensure services are delivered in accordance with the aims of the equality Policy Statement
- Develop own understanding of equality issues

Data Protection

- Comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protect, Information Security and Confidentiality

Training and Development

- To attend meetings as required and to participate in any development opportunities and training events relevant to the post holder's duties.
- To participate in the School's performance management programme.

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate

Purpose of the job

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff supports the Head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

MAIN DUTIES AND RESPONSABILITIES

Before Examinations

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process.
- Research and understand qualifications and how they are assessed.
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/*The Exams Office* etc.).
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates.
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites).
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan).
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.
- Brief candidates/staff/parents/carers on examination regulations and requirements.
- Actively support the Head of centre in cooperating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
- Annually confirms the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status.
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Supports the Head of centre in managing *Conflicts of Interest* by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines).

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification.
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees.
- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates.
- Verify the identity of all students that are entered for examinations or assessments.
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
- Liaise with the Finance department to ensure fees are paid as instructed and at the time specified by the awarding bodies.
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements.
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

Pre-exams

- Recruit, train, update and manage a team of invigilators.
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

During examinations

Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- Ensure all exam accommodation is prepared in accordance with the requirements.
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- Effectively deploy fully trained invigilators to exam rooms according to the requirements.
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Support the Head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

After examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.
- Effectively use internal and external IT systems to access and manage awarding body results information.
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools.
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.

Other

- Undertake training, update or review sessions as required.
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of centre/SLT responsible for examinations, for example:
- the preparation for and conduct of internal examinations under external examination conditions.
- other exams-related administrative tasks.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Areté Learning Trust is committed to safeguarding and protecting our children and young people. All posts are subject to a safer recruitment process which includes enhanced criminal record & barred checks, scrutiny of employment history, robust referencing and vetting checks.

PERSON SPECIFICATION – EXAMINATIONS OFFICER

Qualities and Attributes	
Knowledge / Skills	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent written and oral communication skills • Ability to demonstrate and promote good practice • Ability to deal with enquiries in a professional and sensitive manner • Awareness of GDPR and confidentiality • Ability to maintain high standards under pressure • Time planning • Complying with the requirements of regulatory bodies • Competency in using spreadsheets and databases • The knowledge and skill set to present information in appropriate formats according to audience and fit for purpose 	<ul style="list-style-type: none"> • Problem solving skills • Knowledge of Child Protection policies & Procedures • Knowledge of Health & Safety legislation
Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Managing the examination process within an educational establishment • Working effectively within an administrative setting and managing own workload • Use of complex databases and data inputting • Use of Excel and creation of spreadsheets including the use of formulae • Appropriate experience working with children in an education setting • Working effectively within a school environment • Experience of managing workloads, supervising staff and working as part of a team 	<ul style="list-style-type: none"> • Use of SIMS
Personal Qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to relate well to young people • An understanding that children/Young people have differing needs and knowledge of inclusive practice • Honesty and integrity • Commitment to the safeguarding and welfare of all students • Confidentiality • Ability to remain calm, positive and enthusiastic when under pressure • Capacity to show initiative and take responsibility • Willingness to learn and acquire new skills • Demonstrates understanding and commitment to supporting the school to meet its targets for success 	<ul style="list-style-type: none"> • Flexibility • Team Worker • Ability to embrace change • An eagerness to gain experience, expertise and personal development through this post
Qualifications	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • minimum 5 GCSEs including Maths and English (or equivalent) • Recent and relevant training in exams officer role 	

Other Requirements	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Enhanced DBS clearance To be committed to the school's policies and ethos To be committed to Continuing Professional Development Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes Ability to use authority and maintaining discipline An empathy for equality & diversity The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a Trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to recruitment@aretelearningtrust.org

Closing Date: 06 January at 9am