



# St Joseph's College

## Trent Vale, Stoke on Trent

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## Application Pack

## Examinations Assistant

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## **Welcome from the Headteacher**

I am delighted that you are interested in the role of Examinations Assistant at St Joseph's College. We are excited to welcome applications from dynamic, forward-thinking professionals and to grow the staff of this amazing school.

### **About the school**

St Joseph's College is an outstanding, oversubscribed mixed Catholic grammar school with a 90 year tradition of excellence. The school is part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice. Our Catholic ethos is very important to us but not all our staff are Catholic. We embrace diversity and welcome staff from all backgrounds and traditions. All of our students take a full and active role in all aspects of the religious life of the school. All staff, regardless of religious commitment, uphold the Catholic ethos of the school.

As a semi-selective school in Years 7 – 11, students must attain a standardised score of 105 in the entrance examination to be eligible for one of the 150 places. We are always oversubscribed and our intake reflects the ethnic, cultural and social diversity of the region. We have over 1,100 fantastic students on roll, including a sixth form of 400 drawing successful from schools across the city and beyond. We offer a full range of GCSEs and A level courses and academic standards are consistently very high - we expect the best for and from our students.

We love our 1932 building, but in the last few years several million pounds has been invested in our premises. We have two purpose built sixth form blocks, a specialist Sports Hall and the school owns extensive playing fields beyond our site.

Along with traditional values of exemplary behaviour, hard work and the highest standards, we embrace leading-edge practice and an ethos of continued staff development. Subject expertise is very important to our knowledge-engaged teaching and we are committed to lifelong learning and self-development. We are nationally recognised, having been awarded Teaching School Hub status, meaning that we lead on teacher training, the Early Career Framework and the delivery of all NPQs for the 317 schools of Cheshire East and Cheshire West and Chester. This is a fantastic place to build your career.

### **Why come to work at St Joseph's College?**

We look after our staff very well; our ethos is grounded in care, a warm friendly atmosphere and the highest academic and behaviour standards. We are committed to developing the whole person so that our students and staff are enriched academically, spiritually, morally and socially. The 120 teaching and support staff are energetic, creative, utterly dedicated and very supportive of each other.

We mix the best of the traditional and the modern; we have a house system, a school song, a fine tradition of sports and games and we also have a vibrant musical and cultural life, we get involved in social justice campaigns, linking with schools across the world. Our students and staff are all part of a huge and very proud global community.

If you visit St Joseph's, I know that you will be struck by the friendliness and courtesy of the students who really are exceptional young people. Relationships between staff and students are excellent. Students are respectful but at the same time warm and friendly, and parents and governors are very supportive of the school.

I genuinely believe that we have developed a very special community at St Joseph's College of which I am very proud.

I look forward to receiving your application and wish you the best of luck.

**Melissa Roberts - Headteacher**

## Our Mission Statement

St Joseph's College seeks to develop the whole person. We are a Catholic School inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus, who came that we 'may have life and have it to the full.'

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. In practice this means that we seek to:

1. **Encourage**, support and inspire young people and the wider school community in the journey of faith. Create a well-ordered community where everyone is valued and respected.
2. **Develop** the intellectual, creative, physical, spiritual and religious potential of every pupil and encourage involvement in extra-curricular activities such as sport, music, drama and community service.
3. **Work** in partnership with parents, parishes, local industry and commerce, and the wider community in a spirit of mutual service for the benefit of all.
4. **Prepare** our young people for life beyond school and in particular develop personal integrity, moral values and a sense of justice so that they 'act justly, love tenderly and walk humbly with God'.  
(Micah 6:8)

St Joseph's College is a school like no other. Where many focus solely on examination results, the whole ethos of St Joseph's is focused on each and every individual who passes through our gates. We want to focus on developing their wider knowledge, their ability to make links between their subjects, their ability to question and wonder. We want to feed their soul giving them access to great thinking, profound spiritual experiences, wonderful cultural opportunities and a passion for lifelong learning.

If education, in the truest sense of the word, is about bringing the best out of children, then delivering a raft of A and A\* grades is hugely important but we aim to do even more. We aim to inspire and support our pupils so they can become the very best they can be in every single way. Our philosophy is therefore focused around the traits which we want all St Joseph's students to acquire before taking their place in the adult world.

We want our pupils to be **inspired** by everything they do at St Joseph's College, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely **intellectual** approach to their academic work and to their view of the world around them, in the knowledge that a St Joseph's College education is only the beginning of an exciting and life-long journey of learning. We want our pupils to become truly **independent**, as those who can think, learn and cope independently will be the leaders and game-changers of the future. We want each and every pupil to be valued and spiritually developed as an **individual**, so their St Joseph's experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be **inclusive** in all dealings with other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.

## What makes St Joseph's College outstanding?

The school was founded by the Christian Brothers in 1932. As a Catholic School we are inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus who came that we "may have life and have it to the full" (John 10:10).

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. St Joseph's College seeks to develop the whole person and as a result the pastoral care of our students is of paramount importance.

Pupils at St Joseph's College today are given the opportunity and encouraged to share in the vision and work of Edmund Rice. As one person has put it, their mission is to be like the "brave, radical, non-conformist, social justice activist" that Edmund was. Many who have passed through this school have involved themselves in fundraising, community service, assisting children at local Primary Schools, summer time schemes with children from the inner cities of Liverpool, Dublin and children with severe special needs. We hope that in "educating the whole person" we are not only providing for pupils of St Joseph's all that Edmund set out to provide in terms of a caring, nurturing, stimulating environment but also an awareness of the needs of those whose lives are in some way poorer than their own and what they can themselves do for them.

Achievement is outstanding because students make rapid progress in all subject areas. The teaching at St Joseph's College is inspiring, exciting and creative. A challenging learning environment is created where students relish the opportunities to explore, investigate and develop their skills.

Students are eager to learn, proud of their school and ambitious to achieve well. They are courteous, polite, respectful and highly effective communicators. They embrace the numerous opportunities to contribute to their school, local and wider communities. Students feel safe and nurtured in this school.

The sixth form is outstanding. Students follow mainly academic courses and most go on to university. They leave the sixth form ready to make a contribution to the world around them.

Outstanding leadership and management pervade the school. Leaders are never complacent, continually driving improvement. The school knows itself exceptionally well and its current improvement priorities, to develop better marking and further increase the proportion of students achieving the very highest grades at GCSE and at AS-level, are the right ones.

## Examinations Assistant

**Required: 17 April 2023 (or earlier)**

**Full-Time, Term Time only plus 8 days**

**Salary based on new NJC scale 3 point 6**

**FTE £21,968**

This is an exciting opportunity for a motivated, well-organised and flexible individual to work alongside our Exams Officer to provide the best service for our young people.

We are looking to appoint an efficient administrator to work with our Examination Officer to administer internal and external exams across the College. The work is varied and we require a person who is also willing to be proactive in the practical side of running the exams.

You will be required to work 37 hours per week, 8.30am – 4.30pm. Working hours during the busy public exam season will be varied and may require early morning starts and later finishes.

### **We require:**

- Excellent IT skills (especially in Excel)
- Articulate
- Attention to detail
- 'Can do' attitude
- Communicate confidently with a variety of stakeholders
- A team player
- Remain calm under pressure and work to tight deadlines
- Sims knowledge would be beneficial but training will be given

### **We offer:**

- Outstanding-graded selective Catholic secondary school
- Excellent relationships between staff and our able and well-behaved students
- A community of supportive, creative and talented teaching and support staff with a commitment to promote staff wellbeing
- Exceptional extra-curricular and wider life opportunities
- A rich and flourishing faith community and the warmth of our school family
- On site parking
- Close to bus & train links

Further information and an application form are available on our website. Please return completed forms to Mrs F Uschmann, Head's PA/HR Manager by post or email to: [fuschmann@stjosephsmail.com](mailto:fuschmann@stjosephsmail.com)

Please note that due to the volume of applications we receive we will only be able to contact candidates who have been selected for interview.

To avoid disappointment, you are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications

- **Closing date: 4.00pm 28 February 2023**

*St Joseph's College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants for these posts will be subject to an Enhanced Disclosure check by the Disclosure and Barring Service.*

## Job Description



### ST JOSEPH'S COLLEGE

<b>DESIGNATION:</b>	<b>Examinations Assistant</b>
<b>POST RESPONSIBLE TO:</b>	<b>Examinations Officer</b>
<b>POST GRADE</b>	<b>NJC Scale 3 point 5 - 9</b>

### PURPOSE OF THE ROLE

- To act as Examinations Assistant and to carry out administrative duties relating to all aspects of examination process.
- To assist teaching staff or pupils with any queries relating to examinations to seek ways of improving quality in all aspects of the work.
- To seek ways of improving quality in all aspects of the work.

### DUTIES AND RESPONSIBILITIES

#### Specific Responsibilities:

- Supporting the Examinations Officer to ensure that examination regulations are fully met
- To be a point of contact in the Exams office to parents, students and staff.
- To deal with telephone calls, emails and queries relating to examinations.
- To create and maintain spreadsheets of all access arrangements and usage of extra time and rest breaks.
- To record absences during mock exams and inform the EO if extra sessions are required. To inform the subject leaders/teaching staff of any students that have missed exams and when they are due to catch up.
- To create seating plans for students with access arrangements resulting in separate rooms, for both internal and external exams and if required produce seating plans for other mock exams.
- For internal exams, ensure that there are sufficient papers; including providing copies of the papers to learning support practitioners.
- Assist the Examinations Officer in ensuring that the correct number of exam papers for external exams arrive in time and are securely stored.
- To support the Examinations Officer by checking, labelling and sealing exam papers ready for posting of external exams.
- Assist Examinations Officer with the upload of coursework, checking over results and other details as required.
- To register students for CAT admissions tests.
- To produce seating plans and registers for the Maths challenges, Chemistry and Physics Challenges and ensure scripts are uploaded on completion of the tests to relevant websites.
- To assist in sorting and distributing exam results to the pupils and staff.
- To coordinate the secure collection of GCSE and A Level certificates
- To keep and maintain records of post results.

- To assist invigilation staff on busy exam days with setting up of rooms and ensuring students arrive on time to correct rooms etc and invigilate when required in cases of absence
- To answer staffs queries regarding exams and if necessary contact the relevant exam boards.
- To report to the Examinations Officer any problems with processes you are responsible for and to suggest improvements.
- To support the Examinations Officer as required.
- To be available in the absence of the EO.
- Ensure that resources for examinations are prepared in advance
- Assist in the replenishment of equipment for the exams
- Additional responsibilities as required on occasion by the Examinations Officer





	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Education to GCSE Level or equivalent including English and Mathematics Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>Education to GCE Level</li> <li>First Aid Trained</li> </ul>	Letter (or original application from) Actual certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in a busy office environment, meeting deadlines</li> <li>MS Office</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school environment and / or working with children</li> <li>Familiarity with SIMS or databases</li> </ul>	As above
<b>Health, Attendance and Reliability</b>	<ul style="list-style-type: none"> <li>Good attendance and reliability</li> <li>Professional dress</li> <li>Professional commitment</li> <li>Good timekeeping</li> </ul>		Reference
<b>Quality of Relationships</b>	<ul style="list-style-type: none"> <li>An ability to work within a team and support senior leaders</li> </ul>		Interview, letter, reference, lesson
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Good written and verbal communication skills</li> <li>Ability to make an assessment and decide on an appropriate course of action</li> <li>Ability to use own initiative and prioritise own workload.</li> <li>To be able to work independently and as part of a team.</li> <li>Able to establish good relationships with students and colleagues at all levels.</li> <li>The ability to articulate and communicate clearly in a professional manner. Strong interpersonal skills, including the ability to relate well to people on all levels</li> <li>Ability to work and cope under pressure with a range of day-to day matters</li> <li>Experience in the use of ICT systems and software. This could include SIMs, Microsoft packages demonstrating skills in Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>SIMS</li> </ul>	Interview, letter, reference, lesson
<b>General Qualities</b>	<ul style="list-style-type: none"> <li>Ability to meet deadlines</li> <li>Sense of humour and positivity</li> <li>Stamina, flexibility and optimism</li> <li>Organisation</li> <li>Commitment to professional development</li> <li>Commitment to the ethos of the school</li> </ul>		Interview, reference, letter

## **Safeguarding Children and Young People**

St Joseph's College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks.

Candidates should be aware that all posts at St Joseph's College involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All staff are expected to take part in statutory safeguarding training and commit to all safeguarding policies and procedures.

We require all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable, if your duties haven't brought you into contact with children or young people.

## **Interview Process after the closing date:**

Shortlisting will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

**Closing Date is 28 February at 4.00pm**

**All candidates invited to interview must bring the following documents:**

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (ie utility bill, financial statement)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

## **Conditional Offer and Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as eg Childcare Disqualification Regulations, Prohibition check / s128, overseas records check
- Satisfactory Disclosure and Barring check
- In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of Health Assessment
- Satisfactory completion of the probationary period

## How to find us

The nearest bus stop is opposite the site and can be reached via several different bus routes from Newcastle-under-Lyme and Stoke on Trent. St Joseph's College is a 10 min car journey from the nearest train station.

Location:

St Joseph's College is situated in Stoke on Trent which is located less than an hour from Birmingham, Manchester and Liverpool and only one and a half hours direct from London Euston by train. Stoke on Trent borders with the counties of Staffordshire, Cheshire and Shropshire and is only 40mins from the Peak District.

We are easily accessible from both local and surrounding areas. For anyone travelling by car, St Joseph's is only 5 minutes from the motorway: Junction 15 on the M6 in the closest exit, with easy access to the A50 and A34.

