

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Exams Manager

Are you an enthusiastic and suitably experienced Exams Manager?

Then this will be the job for you.

We are looking to appoint an Exams Manager to lead Exams administration in the school.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are delighted to have been named "Secondary School Of The Year", "Soaring 57 places in the UK rankings to 77" out of approx 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide.



HECKMONDWIKE
GRAMMAR SCHOOL

SALARY

Range 26 - Pt 26 - 30
(£34,834 - £38,223)
pay award pending

TERM/ HOURS

8.00am to 4.30pm Monday to Thursday, 8.00am to 4.00pm on a Friday 37 hours per week. All year round. Term Time + 15 days or flexible by negotiation (salary to be pro-rata)

CLOSING DATE

8am Monday 21st October 2024

Interviews are scheduled to take place during w/c Monday 21st October 2024

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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HECKMONDWIKE
GRAMMAR SCHOOL

Exams Manager

Department Information

The Role:

We are looking to appoint a highly motivated and suitably experienced Exams Manager who will work closely with the Senior Leadership Team in a successful 11-18 grammar school.

We are looking for a proactive and highly motivated Exams Manager who has an in-depth knowledge of Exams planning tools on the school's Management Information Systems (SIMS) and can demonstrate meticulous attention to detail.

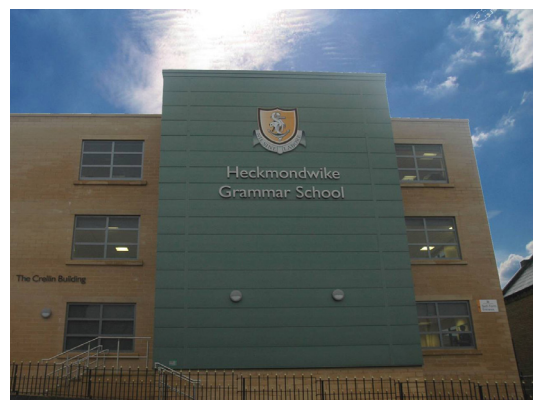
You will have responsibility for all school examination entries including NEA, as well as the organisation of mock examinations. In addition, you will have responsibility for the smooth running of results days alongside the Deputy Head teacher and the Data Manager.

The Exams Manager also plays a role in school admissions and the entrance examination. This is an ideal opportunity for a current Exams Manager or administrator to broaden their skills and experiences in a large high performing school.

An overview of the role would be

1. Examination Planning and Coordination

- **Liaise with Examination Boards:** Coordinate with external examination boards (e.g., AQA, OCR, Edexcel) to ensure accurate registration of candidates and receipt of exam materials.
- **Develop Examination Timetables:** Create and distribute exam timetables for internal and external exams, ensuring minimal clashes and compliance with national regulations.
- **Venue Management:** Organise appropriate spaces for exams, including booking rooms, setting up seating arrangements, and ensuring special accommodations for students with additional needs.



2. Compliance and Quality Assurance

- **Adhere to Exam Regulations:** Ensure that all examination procedures comply with the rules and regulations set by the JCQ (Joint Council for Qualifications) and individual awarding bodies.
- **Maintain Accurate Records:** Keep comprehensive records of student entries, results, and any special considerations or access arrangements.
- **Quality Control:** Implement checks to maintain a high standard of integrity and accuracy in the administration of exams, including conducting mock inspections or internal audits.

3. Communication and Stakeholder Management

- **Support Students and Parents:** Provide clear guidance and information to students and their families regarding exam dates, procedures, and requirements.
- **Work with Staff and Invigilators:** Recruit, train, and manage a team of invigilators, and liaise with teaching staff to ensure accurate and timely distribution of information.
- **Handle Queries and Appeals:** Address student or parental queries and manage appeals or remarks processes in accordance with board guidelines.

4. Operational Management on Exam Days

- **Oversee Exam Day Procedures:** Ensure secure receipt, storage, and distribution of exam papers; manage entry and seating of students; and supervise invigilation.
- **Emergency and Contingency Planning:** Prepare for any unexpected incidents, such as power failures or illness, to ensure exams proceed with minimal disruption.
- **Ensure Integrity of Exams:** Maintain exam security, monitor for potential malpractice, and ensure strict adherence to exam conditions.

CANDIDATE INFORMATION PACK

5. Post-Examination Processes

- **Manage Results Processing:** Coordinate with exam boards to receive and process results, ensuring accurate distribution to students..
- **Organise Re-sits, Appeals and post examination services:** Coordinate re-sits for students, manage administrative aspects of appeals, and liaise with relevant boards for follow-up.

6. Continuous Improvement and Development

- **Professional Development:** Stay updated with changes in examination regulations and best practice through ongoing training and workshops.
- **Contribute to School Improvement:** Work with senior leadership to use exam data to inform school improvement strategies and enhance student outcomes.

A full handover period with the current post holder will be provided to ensure a smooth transition.

Specific responsibilities are set out in a detailed job description.

The successful candidate will need to be flexible and hardworking with excellent organisational skills and the ability to meet deadlines. Driven by your passion for data and information, you will enjoy sharing your knowledge with others, including through training.

Knowledge of school management and data systems is essential to this post.

You will need:

- to believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- a positive, can-do attitude
- the ability to change priorities at short notice
- good communication skills, both written and spoken
- the ability to take initiative and work independently as well as part of a team
- to have good organisational skills
- suitability to work with children

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the

highest quality. We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer membership of the local government pension scheme and other well-being benefits.

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

If you would like an informal discussion about this post, prior to submitting your application, please contact the school.

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.



HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE:	Exams Manager
SALARY GRADE:	Range 26 (26-30) SCP26 £34,834 to £38,223 pay award pending
CONTRACT TYPE:	Permanent
WORKING HOURS:	8.00am to 4.30pm Monday to Thursday, 8.00am to 4.00pm on a Friday 37 hours per week. All year round. Term Time + 15 days or flexible by negotiation (salary to be pro-rata)
RESPONSIBLE TO:	Deputy Headteacher

Professional Characteristics

All staff are expected to be effective professionals who support the school their best. All staff should inspire confidence, build team commitment, engage, and motivate their colleagues. They should think analytically and take positive action to improve all aspects of their work. They will encourage high standards of academia and personal and professional achievement and be a good role model for stakeholders in the school. They will make an active contribution to the policies and aspirations of the school and their department.

Leadership and Management - Lead and promote the examination process across the school

1. Plan, implement and monitor systems and timescales for all aspects of exams within the school, ensuring that time is used effectively and efficiently.
2. With the support of the HR department and the DHT ensure that the needs of the academy are met, to include the line management of relevant staff.
3. Control workstreams to ensure that all deadlines are met.
4. Ensure relevant staff have the training to ensure the team works efficiently and has the capacity to cover in the case of staff absence.
5. Support the Data Manager in any aspects of data processes where appropriate or directed, for example: Entrance examination data.
6. Devise and implement examination procedures to meet the organisational, technical and strategic demands of the school.
7. Lead on JCQ inspections as and when they occur throughout the year.

Main Duties - Exams

1. Ensure all key stakeholders are up to date with the latest information regarding examination processes
2. Plan, implement and monitor suitable systems and timescales for collection and submission of examination entries.
3. Plan and ensure that suitable timetables and rooming schedules for internal and external examinations have been implemented as well as being appropriately supervised.
4. Take responsibility for the receipt, storage, posting and disposal of examination scripts and materials as appropriate.
5. Maintain a suitable pool of invigilators and ensure training is sufficient to secure outstanding provision and manage the deployment of invigilators as part of the examination session planning

6. Ensure that invigilators are available for all examination series.
7. Ensure all invigilation staff are trained to the appropriate JCQ standards.
8. Ensure that SIMS data in respect of examinations entries, qualifications and specifications, and results is accurate, complete and up-to-date.
9. Plan and implement results-day routine processes.
10. Ensure efficient SIMS integration with examinations processes.
11. Create and run reports using SIMS and other systems as appropriate as required to support the Headteacher and senior team.
12. Plan examinations seasons and associated administration, accurately and in a timely manner.
13. Communicate with the Subject Leaders, to ensure all entries are correct and results data is made available promptly for analysis and evaluation.
14. Exchange information as required with the awarding bodies.
15. Ensure appropriate access arrangements and requests for special consideration are implemented.
16. Monitor and manage the costs associated with exam entries and the payment of fees by students as appropriate in consultation with the Finance Director.
17. Ensure all statutory requirements for submission of examinations and assessment information are met.
18. Carry out procedures for secure and accurate handling of exam entries, examination papers and scripts, results slips and certificates according to the awarding bodies' requirements.
19. Contribute to special events including organising and managing junior and senior prize-giving, open evenings and admissions testing where required.

Other Duties

1. Actively keep abreast of developments related to the role.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time, in consultation with the post-holder.
3. To take reasonable care of the health and safety of self, other persons and resources whilst at work.
4. Provide academic reference for students where appropriate.
5. Work closely with the data manager at key points in the year.

Review, induction, further training and development

1. To participate in arrangements for further training and professional development as including those needs identified in appraisal objectives or appraisal statements
2. Keep up to date with role-related national developments in schools and Sixth Form Colleges so that the best practice can be utilised.

Discipline, Health and Safety

1. To safeguard health and safety both on the school premises and when they are engaged in authorised school activities elsewhere;

Staff Meetings

1. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Administration

1. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



Person Specification : Exams Manager

Education, Qualifications and Training	Essential	Desirable
Educated to degree level or equivalent vocational/professional qualification	Y	
Excellent ICT skills with the ability to use Microsoft Word/Excel/Email and to learn to use other systems used by the school as required.	Y	
Excellent written and verbal communication skills.	Y	
Knowledge of the SIMS system or Data Management systems.	Y	
Knowledge of good practice in the operation of an effective examinations function.	Y	

Experience	Essential	Desirable
Experience of working in an administrative role in a large organisation.	Y	
Experience of working within an educational setting.	Y	
Previous experience of working in support of an exams function in a school or academy.	Y	
Effective communicator with the ability and confidence to establish and maintain good relationships with external agencies.	Y	
Strong organisational skills.	Y	
Able to complete complex tasks by given deadlines whilst maintaining quality and accuracy.	Y	
Ability to understand and prioritise work tasks effectively and manage own workload without direction.	Y	

Knowledge, Skills and Abilities	Essential	Desirable
Ability to work well within a small team.	Y	
Adopts a highly professional approach in the completion of all tasks linked to examinations.	Y	
Sensitivity to and empathy with the needs of other employees.	Y	
Able to maintain confidentiality at all times.	Y	
Enthusiasm and a positive attitude.	Y	
Open, honest and approachable.	Y	
Highly motivated and hard working.	Y	

Other	Essential	Desirable
Enthusiasm, energy and commitment.	Y	
A commitment to safeguarding & promoting the welfare of children and young people.	Y	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice.	Y	
Awareness and adherence to the Data Protection Act and the Freedom of Information Act.	Y	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity.	Y	
Suitability to work with children.	Y	
Flexible and willing to work outside core working hours when required.	Y	



Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £9.88 a month, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

Extra-curricular Societies

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

Refreshments

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.