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##### APPOINTMENT OF

**EXAMINATIONS OFFICER**

to commence from January or September 2020

**Closing date 7 October 2019**

Interviews w/c 14 October 2019.

Please follow application instructions included in this pack





**Message from the Executive Principal**

Dear Colleague

I am delighted that you are interested in a position with The Skinners’ Kent Academy Trust.

The Skinners’ Kent Academy is a non fee-paying, co-educational, all ability secondary school. The Academy is funded by the DfE and sponsored by The Skinners’ School, a grammar school for boys together with the Skinners’ Company, one of the ‘Great Twelve’ livery companies of the City of London.

The Academy is founded on the principles of a commitment to ensuring high standards and high aspirations, of active participation, an emotionally rich learning environment and an inclusive culture where every child is known and every learner supported.

The main aim of the Academy is to provide the highest quality of education for students, in Year 7 to Year 11 and the Sixth Form. The Academy is committed to both raising and reflecting the aspirations within the local community and in doing so, providing high quality education and social and economic benefits for all.

The Academy moved into its state-of-the-art new building in April 2013 providing truly outstanding facilities, not only for the Academy’s students and staff but also for the wider community. The Academy is consistently a popular choice of parents and continues to expand due to the demand for places. Having been oversubscribed in Year 7 since 2014, 60 additional places have been made available Year 7 students to join the Academy from September 2019 taking numbers from 180 to 240 in the year group. We are delighted that even more students are able to benefit from the exceptional learning environment and opportunities the Academy provides.

In September 2015 the Skinners’ Kent Primary School opened and became part of the Trust, relocating to its new site at Knights Wood and is the newest member of The Skinners’ family of Schools.

Our schools are supported by an experienced specialist Trust Central Team, providing high quality Finance, HR, Estates, Catering and IT support which ensures smooth running and cost effectiveness. Our Governors seek to ensure that all our young people receive a truly inspiring education and their support, challenge and expertise is greatly valued.

We aim to find and develop everything that is exceptional in each child and let it flourish within a framework of high expectations. We strive to motivate and inspire our students to achieve of their very best and to set course on the brightest of futures. If you have similar aspirations for young people and want to work within a dynamic learning environment where innovation and collaboration are valued, staff development and wellbeing an integral part of the way we work and where the highest standards of everyone in our school communities are expected at all times, then we would be very interested in receiving an application from you.

**Dr Hilary Macaulay**

**Executive Principal**

**EXAMINATIONS OFFICER (including the role of BTEC Quality Nominee)**

We are looking to appoint a highly motivated, extremely well organised, proactive individual to undertake this role within the Academy. The successful candidate will have overall responsibility for the efficient and secure administration and delivery of the Public and Internal Examinations process. In addition the successful candidate will be the BTEC Quality Nominee with responsibility for quality assurance i.e. ensuring effective management of BTEC programmes and actively promoting good practice. Previous experience of school examination systems would be advantageous, but is not essential.

# The Position

Working with the Vice Principal, Curriculum, Progress and Learning the post of Examinations Officer is 37 hours per week, term time + INSETS and two additional weeks (41 weeks per year – the additional 2 weeks are worked in line with the examination period and results weeks). This role is a permanent position. This post offers opportunities for further development as the Academy grows so we are looking to appoint a candidate who has the interest, capability and motivation to develop this role in the future.

**APPLICATION PROCEDURE - Please include the following in your application:**

1. Complete an application and equal opportunity monitoring form and return to [hr@skinnerskentacademy.org.uk](mailto:hr@skinnerskentacademy.org.uk)
2. A letter explaining how your experience and qualifications equip you for this role. Please refer to the role profile.

**If you are short-listed, references will be requested following 7 October 2019**

**Interviews will take place w/c 14 October 2019**

**We reserve the right to interview and appoint in advance of the deadline for this post so early applications are advised.**

Due to postal and administrative costs only short listed candidates will be contacted further.

**SAFER RECRUITMENT IN EDUCATION**

The Skinners’ Kent Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

**Information for Applicants**

All applicants for all vacant posts will be provided with:

* A job description outlining the duties of the post, including safeguarding responsibilities.
* A person specification which will include a specific reference to suitability to work with children.
* A Skinners’ Kent Academy Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

**Shortlisting and Reference Requests**

References will be requested at the selection stage directly from the referee. They will be asked:

* the referee’s relationship with the candidate;
* details of the applicant’s current post and salary;
* performance history and conduct;
* any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
* details of any substantiated allegations or concerns relating to the safety and welfare of children;
* whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

**Interviews**

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate’s understanding of child safeguarding issues.

**Pre-Employment Checks**

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.



**JOB PROFILE**

**POST: Examinations Officer**

**SALARY: Kent Scheme Band 8 points 24-28 SKA Support Staff Salaries**

**RESPONSIBLE TO:** Vice Principal, Curriculum Progress and Learning

**RESPONSIBLE FOR: Exam Invigilators (where appropriate)**

**WORKING PATTERN: Full time, 37 hours per week, Term time + INSETS and an additional two weeks**

**KEY RELATIONSHIPS:** **VP CPL, Data Manager, Administration Manager, Leadership Team, Heads of Faculty, Heads of Subject, Teaching Staff, Students, Parents/Carers, External Examination Awarding Bodies.**

**1 Job Purpose**

1.1 To be responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.

1.2 To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

1.3 To support the VP CPL with the administration and organisation of all internal examinations throughout the year.

1.4 To be the BTEC Quality Nominee working alongside Director of Learning KS5, BTEC staff in order to ensure BTEC subjects are lead and managed according to BTEC standards and expectations.

1. **Key responsibilities for External and Internal Examinations**
   1. Liaising with all staff, including Heads of Faculty and Heads of Subject regarding entries.
   2. Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
   3. Submitting entries/registrations for external examinations and courses to awarding bodies in advance of deadlines.
   4. Relevant data entry on SIMS (Management Information System)
   5. Organising provision for Access Arrangements, including liaising with the Assistant Inclusion Manager regarding candidates with SEN
   6. Planning and writing internal exam timetables in consultation with VP CPL, Heads of Faculty and Heads of Subject
   7. Managing the daily running of external and internal examinations. This will include creating seating plans, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
   8. Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
   9. Organising the examination rooms, in accordance with regulations.
   10. Providing a centre timetable to include dates, times, venues and number of candidates.
   11. Resolving examination clashes in accordance with regulations.
   12. Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
   13. Collecting and despatching examination scripts in accordance with the regulations.
   14. Arranging invigilation, including briefing and training invigilators in Academy procedures.
   15. Liaise with teaching staff to ensure administration of non-examination assessment is conducted in a timely fashion and adheres to awarding body deadlines.
   16. Being present and available in the Academy on the days when results are notified, and overseeing the distribution of results to candidates.
   17. Providing statistics on examination entries and results for the Leadership Team, Governors, LA, DfE and any other relevant external agencies.
   18. Checking DfE and other examination statistics before publication.
   19. Overseeing the checking and distribution of certificates.
   20. Processing enquiries about results and requests for return of scripts.
   21. Ensuring that costs of retakes and other charges are reimbursed by candidates/Faculties/Subjects, as appropriate.
   22. Encouraging a positive approach and professional culture for public and internal examinations in the Academy to which all staff and students subscribe.
   23. Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings and keeping up to date with the latest procedures and regulations for external examinations.
   24. Arranging external examinations for non-curriculum subjects in liaison with Heads of Faculty/Subject
   25. Any other reasonable duties as commensurate with the grading of the post.
2. **Managing Staff and Finances** 
   1. Be responsible for the management and supervision of invigilators
   2. Be responsible for a small budget to cover cost of invigilators
   3. To give estimated expenditure for examinations to VP CPL

1. **Quality Nominee responsibilities**

4.1 Quality Management Review - complete the Centre Engagement Document, prepare for either visit or desk top review, manage the resolution of and essential actions and recommendations

4.2 Standards Verification – to work with relevant staff to ensure that SV can take place

4.3 OSCA training - ensure Lead Internal Verifiers register annually through the online standardisation system (OSCA) and complete OSCA training before the deadline

4.4 Be the point of contact for quality assurance.

4.5 Be responsible for ensuring effective management of your BTEC programmes and actively promote good practice within your centre.

1. **Additional duties**

5.1 Attend team meetings and staff meetings as required

5.2 Maintain confidentiality inside and outside the workplace

5.3 Understand and apply Academy policies

5.4 Undertake any reasonable additional responsibilities requested at any time by the Academy leadership team

5.5 To support with Whole Academy Administrative duties as required

This job profile is subject to review to complement the Academy’s Performance Management Framework.

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| --- | --- |
| Name and signature of employee: |  |
| Date: |  |
| Name and signature of Performance Reviewer: |  |
| Date: |  |



**Person Specification: Examination Officer/Administrator**

You should demonstrate that you meet the following criteria:

1. **Education, training and qualifications**

1.1 Evidence of good ICT, literacy and numeracy skills through an accredited qualification(s), or experience in relevant disciplines

**2. Knowledge and experience**

2.1 Proven experience of administration requiring attention to detail

2.2 Proven experience of adhering to organisational policies and procedures and maintaining confidentiality

**3 Essential skills and abilities**

3.1 Excellent administrative and organisational skills, including the ability to multi-task, perform under pressure and deal with competing priorities

3.2 Excellent communication skills, including impeccable command of spoken and written English

3.3 Must be ICT literate and able to use the internet, eg consult websites, access information, download material/make entries electronically, operate the Academy’s database, produce and operate spreadsheet packages, produce analyses, use email.

3.4 High level of numeracy and literacy skills

3.5 Be able to work in an organised and methodical way, accurately to deadlines, effectively under pressure and have sound organisational and coordination skills.

3.6 Analytical, flexible and innovative thinker

**4. Personal qualities**

4.1 Commitment to high educational, professional and personal standards

4.2 Understanding the importance of maintaining confidentiality

4.3 A flexible approach to work, including a sense of humour

4.4 Ability to manage a complex workload, to work independently and to tight deadlines

4.5 Commitment to equal opportunities and valuing diversity