

Examinations and Assessment Officer - Grade 6

Permanent Contract



**Contents**

Introduction Page 3

The Application Process Page 5

Job Description Page 6

Person Specification Page 9

**Manchester Hospital School**

Head teacher: Mrs. Janet Doherty

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**Examinations and Assessment Officer Grade 6 Vacancy:**

Dear Applicant,

Thank you for your interest in the vacancy for Exam and Assessment Officer at Manchester Hospital School.

With a population of almost two million, Manchester is the third largest city in the country, after London and Birmingham. Our specialist children’s hospital, Royal Manchester Children’s Hospital, (RMCH) is the largest single site children’s hospital in the country.

Our school provides education for children at RMCH, at a number of other provisions across the city and for children and young people too ill to attend their own school. We run the Leo Kelly Centre as part of our hospital school for children and young people with specific health needs which cannot be met in any other settings.

We have fifty staff, mostly teachers, and on our last census day in January 2019 we had 187 pupils on our roll ranging from ages 3-18.

We are a key member of the national association for Hospital Education, NAHE, and I am one of its Directors. We work closely with our local partnerships in the Manchester Collaborative and I am a Director and board member of the Manchester Schools Alliance. Regionally, we work with Greater Manchester special schools including hospital schools in the North.

As a Hospital School, we are classed as a community special school because all of our young people have ill health; physical or mental or both. The ability profile of learners is wide, with the vast majority broadly in line with learners in mainstream settings. However, we do also have some PMLD learners and those with special needs, which means their “home” school is within the specialist sector.

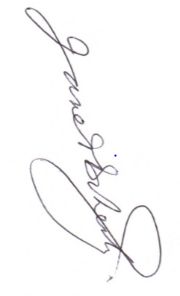
The school is seeking to appoint an examination and assessment officer and we are looking for someone who is able

* To work collaboratively with all staff and parents in order to support student well-being and to promote the five outcomes of Every Child Matters.
* To be responsible for all aspects of the organisation of internal and external examinations, including the recruitment, training and deployment of invigilators and the security of examination papers, in line with JCQ requirements; and the effective distribution of certificates.
* To further develop expertise in the software used by schools for examination entries and assessment.

We can offer you:

* An improving school with a reputation for delivering high quality education in a hospital setting.
* A culture where all students feel valued, listened to and cared for.
* A talented, sensitive and flexible group of staff.
* A committed Governing body with interested and involved parents.

I look forward to receiving your application if you feel we would be the right school for you.



Kind Regards

Janet Doherty

Headteacher

**The Application Process**

Applications should be made to the Head teacher by formal letter of application (maximum three sides of A4) accompanied by a fully completed application form with details of qualifications etc. In your letter, as well as addressing the person specification, it would be helpful if you could outline:

Referees: Please ensure you provide two - One must be your current employer. Please provide email contact details.

**Closing date for application: 10am 14th October 2019**

Notes:

* Please ask your referees to respond as soon as you know that you have been shortlisted.
* Postal applications to Liz Dunstan, Leo Kelly Centre, 77 Dickenson Road, Manchester, M14 5AZ.
* It will not be possible to debrief applicants not invited for interview.
* Verbal feedback will be offered to all candidates who are interviewed.
* Application forms should be emailed with covering letter (Curriculum Vitae optional) to Mrs Janet Doherty, Head teacher [recruitment@hospitalschool.manchester.sch.uk](mailto:recruitment@hospitalschool.manchester.sch.uk) no later than 10am on 14th October.

Manchester Hospital School is an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

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**Job Description**

**Examinations and Assessment Manager – Grade 6**

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| --- | --- |
| **Post Title:** | **Examinations and Assessment Manager** |
| **Salary:** | **Grade 6** |
| **Location of Work** | **Any MHS Site** |
| **Directly responsible to:** | **Assistant Head Teacher** |
| **Directly responsible for:** | **Designated Admin Staff** |
| **Hours of Duty:** | **Full Time** |

**The post holder will report operationally to the Assistant Head Teacher responsible for Examinations and Data. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.**

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| **Primary purpose of the job:** | * To work collaboratively with all staff and parents in order to support student well-being and to promote the five outcomes of Every Child Matters. * To be responsible for all aspects of the organisation of internal and external examinations, including the recruitment, training and deployment of invigilators and the security of examination papers, in line with JCQ requirements; and the effective distribution of certificates. * To further develop expertise in the software used by schools for examination entries and assessment. |
| **FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST** | |
|  | |
| **Main Duties and responsibilities/accountabilities**   1. To prepare school and student examination timetables for internal and external examinations. 2. To produce examination invigilation lists as required. 3. To be responsible for the registration of pupil external examination entries with the examination boards, ensuring that every student is entered for every examination with Special Consideration arrangements applied for as appropriate, 4. To be responsible for the collation, analysis, and distribution of all external examination results. 5. To be responsible for the recruitment, co-ordination, training and deployment of exam invigilators as part of the agreed system for the school. 6. To be responsible for an agreed budget. 7. Assist with the development of appropriate reports, school profiles and other sources of information on performance for the school. 8. Assist the Senior Leadership Team, to develop appropriate performance targets for the school as required. 9. To develop plans/strategies for future implementation. 10. Co-ordinate and oversee the gathering of relevant data for OFSTED and other external inspections. 11. To assist the Senior Leadership Team to organise examination presentation events. 12. To organise and collate all the examination information for ‘Results Days’. 13. Be responsible for the accuracy, confidentiality and security of data produced by self and other people 14. To be responsible for the creation and maintenance of appropriate data collection structures for staff. 15. To work as part of a team to support colleagues and contribute to the vision and ethos of the school. 16. To undertake personal development to improve own practice. 17. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils. 18. To assist with school administrative duties including exam invigilation as part of the agreed system for the school. 19. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications. 20. To liaise with and support the Timetable and Cover arrangements, and ensure data consistency within the system. 21. To work with teaching staff to ensure accuracy of examinations data. 22. To prepare and deliver training to staff regarding examinations matters. 23. To deputise for the Assistant Head responsible for Timetable and Cover, and other members of the team, as required. 24. To undertake any administration tasks as required . 25. To converse at ease and provide advice in accurate spoken English is essential for the post.  Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered. | |

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**Person Specification**

**Post: Examinations and Assessment Officer**

**Grade 6**

1. Knowledge and understanding of the external examination systems.
2. Knowledge and understanding of the school’s Assessment Recording and Reporting policy and the associated software.
3. Demonstrable ability to operate various software packages and information technology systems.
4. Experience of effectively managing a budget and collating financial data.
5. Good keyboard and mouse dexterity and the ability to operate information technology equipment.
6. Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public.
7. Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.
8. Ability to work on own initiative and plan own workload.
9. Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences.
10. Experience of developing plans and strategies for future implementation.
11. Willingness to abide by the City Council and Governors various policies.
12. The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

#### Personal Style and Behaviour

1. Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
2. Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
3. The flexibility to adapt to changing workload demands and new school challenges.
4. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
5. Personal commitment to continuous self-development.
6. Personal Commitment to continuous service improvement.
7. Personal commitment to the school’s professional standards, including dress code, at all times.
8. Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).

