

**AMBITION**  **RESILIENCE**  **KINDNESS**

**Examinations and Qualifications Officer**

**APPLICANT INFORMATION PACK**





Dear Applicant

Thank you for your interest in the position of the Examinations and Qualifications Officer at Aylesford School.

This position has become available due to the current post holder transferring to another department within the school, however, they remain fully committed to the school and ensuring a full comprehensive handover to the successful applicant.

All our staff are dedicated to constantly improving student progress; united in their passion for improving the outcomes and life chances of the young people in our care.

The Examinations and Qualifications Officer role is an important and integral role to the school, the successful applicant will be a consummate professional, with a high level of drive, energy and integrity and above all will be a team player with an understanding that excellence can only be achieved by working together.

If this role is of interest to you then please download the application form and submit to Samantha Hughes, HR Manager on the email address [hr@aylesfordschool.org.uk](mailto:hr@aylesfordschool.org.uk)

The role is offered on a permanent basis, full-time working 37 hours per week, over 42 weeks per annum which is term time plus four additional weeks, two of which must be worked in the summer holidays for results day – There is a degree of flexibility on how this can be worked, for example some can be done from working from home. The salary for this role starts at a very competitive £30,247.36, based on the above terms.

**Closing date is midnight Monday 10 February 2025**

**Shortlisting is Tuesday 11 February 2025; successful applicants will be notified by midday of their interview slot.**

**Interviews will take place on Thursday 13 and Friday 14 February 2025.**

***We do encourage early applicants for this role and reserve the right to remove this advert or close it to further applications at any point during the recruitment process.***

Interested candidates should email completed application forms FAO Mrs S Hughes, HR Manager at [hr@aylesfordschool.org.uk](mailto:hr@aylesfordschool.org.uk) or post to: - Mrs Samantha Hughes, Aylesford School & Sixth Form College, Tapping Way, Warwick, Warwickshire, CV34 6XR.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to two satisfactory references and an Enhanced Disclosure and Barring Services check.***



### **Key Information Applicant Process**

Applicants must complete the application form and submit it to the school by no later than the closing date. We do not accept CV's.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Application forms are available on the school website [www.aylesfordschool.org.uk](http://www.aylesfordschool.org.uk) and should be submitted FAO Samantha Hughes (HR Manager) – [hr@aylesfordschool.org.uk](mailto:hr@aylesfordschool.org.uk).

Details of our Safer Recruitment procedures can also be found on the school website in the Safer Recruitment Policy, under Key Information – Safeguarding.

### **Selection Process**

Applications will be ranked against the person specification for the role.

### **Interview Process**

All shortlisted candidates will have an interview with the Deputy Headteacher.

### **Shortlisted candidates**

Applicants who have been shortlisted will receive an email detailing the date, time, and the itinerary for the day along with a list of documents that you will need to bring with you to satisfy the appropriate pre-employment checks.

### **School visits**

We invite potential applicants who would like to visit the school to contact Samantha Hughes (HR Manager) on 01926 747100 or by emailing [hr@aylesfordschool.org.uk](mailto:hr@aylesfordschool.org.uk)

### **Pre-appointment checks**

The school is committed to safeguarding and promoting the welfare of children and young people and legally required to carry out several pre-appointment checks. These are detailed below: -

Prohibition from Teaching and/or management (if applicable to the role), and disqualification from providing childcare.

All applicants will be required to provide two suitable references.

An online search will also be carried out as part of due diligence on all short-listed candidates.

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Aylesford School subscribe to the Schools Advisory Service staff-wellbeing package which offers a full range of well-being services. All employed members of staff have access to the facilities covered within this support package. Below is a non-exhaustive list of services that are accessible by the following methods.

- Whole staff induction programme, you will be assigned to a staff member for the duration of your induction
- Development opportunities
- On-site gym that staff can be used by staff members (when school is fully reopen)
- On-site parking for staff
- Access to the canteen
- Reduced rates at Nuffield Health Gym
- VDU assessments and contributions towards the cost of glasses for our DSE users
- Family friendly policy

In addition to the above, all staff members following a successful completion of the probationary period will have access to the following: -

- Physiotherapy
- GP Helpline, for employees and members of their household.
- Counselling for employees and members of their household.
- Weight Management including Slimming World membership
- Nurse support line for any Issue
- Mindfulness
- Maternity Webinars
- Gym Fitness programs and challenges are provided via gym app.
- Manspace
- Feel Good App
- Therapy for Cancer support



AYLESFORD SCHOOL  
WARWICK

## Job Description – Examinations & Qualifications Officer

<b>Start Date:</b>	<b>ASAP</b>
<b>Post:</b>	<b>Examinations &amp; Qualifications Officer</b>
<b>Grade/Scale:</b>	<b>Grade I – Points 17-20</b>
<b>Contract:</b>	<b>Permanent – Term Time Only plus 4 weeks (42 weeks) 2 must be worked in the summer.</b>
<b>Hours:</b>	<b>37 hours per week – Monday – Friday 8am – 4pm; 3.30pm finish (Fridays)</b>
<b>Salary:</b>	<b>Actual Pro Rata starting salary is £30,247.36 per annum</b>

*This job description may be amended at any time, following consultation between the Head teacher and the post holder and will be reviewed annually.*

The post holder is responsible to the Deputy Headteacher.

### **Core Purpose**

To ensure and maintain quality in the examination systems in the School and manage all matters related to:-

Qualifications; examination board criteria and expectations; examination entries; the administration of all external examination sessions for 14 -19-year-old students; internal exams as required.

### **Specific Duties and Responsibilities**

- Be responsible to the Senior Manager with accountability for exams and the responsibility for day-to-day administration of external examinations.

### **Exam Entries & Access Arrangements**

- Accountability for the entry and administrative organisation of external and internal school exams.
- Ensure the provision complies with JCQ regulations regarding external examinations, including storage and security of exam papers and student scripts.
- Collect personal data declarations from all exam students.
- Liaising with the SENDCo to organise access arrangements for all students who have special education needs for exams.

### **Invigilators**

- The line management of all examination invigilators including their recruitment, induction, training, timesheets, rotas etc.
- To provide training for staff relating to assessment and examination processes and protocols and create instruction manuals to be used by staff if needed.
- To maintain attendance and training records for examination invigilators.

### **Mock Exams and Exams Set Up**

- Responsibility for collating requirements for and subsequent timetabling of internal Mock exams.
- Creating exam schedules for internal and external exams and coordinating these with students, parents/carers, invigilators/mentors, teaching staff and the leadership team.
- To ensure that examination papers and documentation are securely stored as per examination board requirements.
- To liaise with relevant staff in relation to internal assessments, examination timetable clashes and special requirements each student.

- To set up exam rooms/venues as per examination board requirements.
- To manage the day to day running of the exams. Ensuring students are on time, prepped and ready for their exams before entering exam rooms.
- To coordinate the posting of coursework and examination papers.
- To provide instructions and/or assist teachers in relation to examination entries, internal assessments, and assessment data requirements.

### **Results**

- To be available on results days to administer the process of exam results to students.
- To coordinate exam certificates and arrange for them to reach students either in person or by posting.
- Dealing with post results enquiries including reviews of marking and access to scripts. Process and communicate this to leadership and parents/carers.

### **Other Exams Administration**

- To liaise with the Data Manager over the Post-16 Census ensuring that Course Manager in SIMS is maintained and implemented effectively for post-16 funding purposes.
- To be flexible in busy periods during exam time especially between April to the beginning of July.
- Liaise with awarding bodies' Standards Verifiers and External Moderators with regards to internal assessments.
- Ensure Internal Verification is taking place for the relevant internal assessments.
- To monitor deadlines for internal mark submissions and liaise with relevant Heads of Department to ensure these are completed and recorded on awarding body portals in a timely manner.
- To keep up to date records, policies and procedures for JCQ onsite inspection.
- To respond to and provide advice on Freedom of Information and Data Protection requests in line with relevant legislation.
- To ensure that data protection regulations are complied with and maintained.

### **Administrative**

- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures with may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools Equalities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection). GDPR

### **Liaising with Leadership**

- To liaise with the Senior Leadership Team, Key Curriculum Leaders and other relevant staff regarding examination entries, coursework, and assessment procedures and protocols, and ensuring the smooth running of the examination cycle at all key stages for both internal and external exams.
- Provide Leadership with exam schedules and update the school website for exams if needed.
- To contribute to the evaluation and development of assessments and examinations within the provision and make recommendations to the Leadership Team with regards to appropriate courses for students to undertake.

### **Finance Duties – To work with the Finance Team to facilitate the following:**

- Responsible for the billing and entry of any external candidates.
- Responsible for the sending out of re-sit payment letters and the collation of funds returned before entries are made.
- Management responsibility for the Examinations Budget
- To liaise with the Finance Manager regarding exam fees and budget targets.

### **General**

All members of the school staff are expected to:

- Support and contribute to the school's responsibility for safeguarding students
- Work towards and support the school's vision and objectives
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors

- Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relations with students, parents, colleagues and guests.
- Engage actively in the performance review process
- Adapt to the needs and pressures of the moment
- Adhere to school policies and procedures as set out in the staff handbook or other documentation that is available to staff
- Establish and maintain effective working relationships with colleagues
- Participate in meetings with colleagues in respect of the duties and responsibilities of the post
- Be responsible for your own professional development
- Carry out other tasks as reasonably directed by your line manager and/or head teacher
- Carry out any domestic office duties as required

**This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the school, flexibility among staff is very important.**



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## Person Specification – Examinations and Qualifications Officer

Attributes	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Good general standard of education as evidenced by a range of GCSE subjects including English and Maths (minimum Grade C)</li><li>• Be able to demonstrate a willingness to attend appropriate training</li></ul>	<ul style="list-style-type: none"><li>• Previous Examinations Co-ordination experience</li></ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"><li>• Experience of working in an environment where experiences included taking initiative and self-motivation</li><li>• Experience of administrative / clerical work</li><li>• Experience of dealing with face-to-face and telephone interactions</li><li>• Experience of working in a team</li><li>• Managing school finances and budgets Analysing and evaluating data</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an education setting</li><li>• Line management experience</li></ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Excellent listening, oral, grammar and literacy skills</li><li>• Excellent interpersonal skills</li><li>• Proficient IT skills, excel, word, PowerPoint and TEAMS</li><li>• Ability to organise time and workload to specified deadlines</li><li>• Ability to organise meetings and coordinate people</li><li>• Ability to communicate effectively</li><li>• Ability to use own initiative and take action accordingly</li><li>• Ability to adhere to confidentiality both in and outside of the School environment.</li></ul>	<ul style="list-style-type: none"><li>• An awareness and understanding of safeguarding</li><li>• Experience of MIS systems</li></ul>
<b>Professional &amp; Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to excellence in all aspects of work</li><li>• A professional approach supported with a due regard for discretion and the need for high levels of confidentiality</li><li>• Attention to detail and accuracy</li><li>• Excellent organisational and time-management skills</li><li>• Be a person of integrity</li><li>• Be able to remain impartial</li><li>• Be able to confidently address groups of people and individuals</li><li>• Enhanced DBS Clearance</li></ul>	<ul style="list-style-type: none"><li>• An awareness and understanding of key school policies</li></ul>