



*Have faith...believe you can!*



## **Examinations Officer**

Application Pack

June 2023

Dear Applicant,



**RE: Examinations Officer**

We are seeking to appoint an enthusiastic and conscientious Examinations Officer. The successful applicant will be required to work closely with the Pastoral Support Manager and the Deputy Head and to take full responsibility for managing, organising and implementing all activities relating to examinations and assessments across the school.

The post is available from September on a permanent basis for 30 hours per week, for 39 weeks term-time plus two weeks (41 weeks). The core hours of work are from 8.30am to 3.30pm, Monday to Friday. However, the successful applicant will be expected to adjust their hours accordingly when examinations or assessments take place throughout the year with the busiest periods requiring commitment each day 'until the job is done'. Any additional hours can be taken back as time off in lieu during quieter periods during the academic year. The additional two weeks are normally worked during the summer results window for consultation and assistance with enquiries, which takes place from mid-August. Outside of exams and assessments, the Examinations Officer will have autonomy and flexibility over their working pattern.

The successful candidate will spend a significant amount of the working day interacting with current and former students, so the ability to feel confident in the presence of and communicating with young adults is essential. You will assist with the collection, processing and submission of entries for the external awarding bodies, so highly developed administrative and organisational skills are essential, together with a willingness to be flexible and adaptable. Excellent verbal and written communication skills, along with the ability to stay positive and meet deadlines even when working under pressure, are essential.

St John the Baptist is a highly successful school where you can flourish and develop your career. It is a school where teachers can teach effectively in classrooms with students that have a real thirst to learn. Furthermore, it is a place where you will be valued, and your wellbeing is considered as being of great importance. We believe the most effective learning takes place when staff feel happy, supported and appreciated, and we understand the vital role that support staff play in ensuring this. If you would like to know more about the role, please contact Sally Powell, the Pastoral Support Manager and current Examinations Officer ([s.powell@sjb.surrey.sch.uk](mailto:s.powell@sjb.surrey.sch.uk)).

SJB is a highly successful, over-subscribed, mixed Catholic comprehensive school of approximately 1500 students. We are part of the Xavier Catholic Education Trust; a group of sixteen schools in the Diocese of Arundel and Brighton who have come together to work collaboratively for the benefit of all the children they serve. The Trust's aim is to provide a caring and supportive environment within which all children receive the best possible education.

We are located just outside Woking town centre, and a 15-minute walk from the train station (22 minutes from London Waterloo on the train). We have 240 students in each of Years 7 to 11 and over 300 in the Sixth Form; although we expect that to grow over the next five years to around 400 as demand for post 16 provision in the local area is increasing.

Our staff are vibrant, enthusiastic and passionate about ensuring our students get the very best deal, and we work hard to ensure they are supported and cared for. The School Leadership Team see it as their role to serve the staff, and ensuring an effective work-life balance for all is key in that. Our staff enjoy working here because our standards, facilities and staff wellbeing are excellent; and because we like to have fun!

We are also exceptionally fortunate to work with such brilliant students; they are a pleasure to teach and make excellent progress. If you come to visit us, you will see that they are happy, hard-working and very positive about the school and learning. We want all our children to grow into happy, confident, resilient and articulate young people who leave SJB equipped to lead fulfilling lives and make a positive contribution to society. Everything we do is with that aim in mind, and we always seek to 'do what is best for the children' and as a result they thrive and achieve their potential. During last year's public exams our GCSE students achieved a Progress 8 score of +1.00, placing our results in the top 1% of all comprehensive schools in England; 81% of our students achieved 5+ grades in English and Maths. A Level results were also very strong with 100% pass rate and 77% gaining A\*-B.



Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning (as do teachers). We have developed several 'in-house' apps for both staff and students and are always seeking new opportunities to improve our use of technology. We are a designated Apple Distinguished School. The ideal candidate will have a good grasp of technology and be keen to develop this within their teaching. However, full training will be provided for all new staff.

We are very committed to improving the whole school system and have a long-standing history supporting other schools and the development of teachers for many years as Teaching School and now as a lead school in the Xavier Teaching School Hub. We also lead the NEHS Maths Hub and have strong links with Teach South East SCITT. This means we are able to offer our staff new opportunities in: training future teachers; developing Maths teaching across all phases; and supporting local primary and secondary schools. We currently have a number of staff that work in a variety of capacities in other schools. We work hard to offer development to all stages of a teacher's career; from initial teacher training to NPQH for prospective Headteachers.

We are very proud to have been recognised as "transforming" under the SSATs Framework for Exceptional Education in all twelve aspects of our practice including: climate for learning; culture of reflection; professional learning; variety of teaching; wellbeing and leadership through moral purpose. The first school in the country to do so!

Support for staff is exceptional and there are significant opportunities for professional development at all levels. The school is fully staffed, partly because staff know that they can concentrate on teaching and are very well supported. We have a well-established programme of support for newly appointed staff, which enables them to settle into the school routine quickly and effectively.

As an employee at SJB, we offer an excellent benefits package including:

- Flexible opportunities for part-time staff
- New staff induction
- Mentor/Coach
- Excellent training and professional development opportunities both within the school and across the Trust
- Generous Pension Scheme
- Ability to book MOT through the school with onsite pick-up/drop-off
- Free annual flu vaccination
- Excellent onsite catering facility
- Free use of the onsite gym (6-8am and 5-8pm weekdays)
- Weekly dry-cleaning pick-up/drop-off service
- Tax free Apple laptop/desktop purchasing scheme with optional payment plan
- Regular staff social events
- Discretionary time off for one-off, special events
- Opportunities to shape the future of our school – staff voice/feedback is incredibly important to us.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeates everything that we do. We appoint members of staff, who, whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community, you are welcome to visit and look round the school at any time.

Below you will find the full person specification and brief overview of the role. To apply, please complete the application form which is available on the school website under the vacancies section (CVs are not required) and return it to [jobs@sjb.surrey.sch.uk](mailto:jobs@sjb.surrey.sch.uk) **before 5pm on Friday 14 July 2023**. We welcome all applications, including those from people of different religious or ethnic backgrounds.

In conclusion, we believe this a truly fantastic place to work and we are confident that you will too if you take the time to come and meet us! Thank you for your interest in this post and the school. I look forward to reading your application.

Yours sincerely,

James Granville Hamshar  
Headteacher

### **Application & Selection:**

Closing date: 5pm on Friday 14 July 2023

Interviews: w/c 17 July 2023

Application forms are available to download from our website: [www.sjb.surrey.sch.uk](http://www.sjb.surrey.sch.uk). Completed applications, or any queries regarding the role or your application, should be sent via email to [jobs@sjb.surrey.sch.uk](mailto:jobs@sjb.surrey.sch.uk) or via the School Office on 01483 729343. Please note that CVs will not be accepted on their own. Shortlisted candidates will be notified, invited for interview and references will be taken up immediately unless otherwise requested.

St John The Baptist School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The School encourages all candidates to be familiar with the following documents: Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2022; and Safeguarding and Child Protection Policy.

In line with the General Data Protection Regulation (GDPR), the School asks candidates to consider the Privacy Notice for Job Applicants. The documents listed above are available on the School's Policies page. Any future offer of employment remains subject to satisfactory pre-employment checks, including enhanced DBS clearance, a health check and references.

# Job Description

**Purpose:** To take full responsibility for managing, organising and implementing all activities relating to examinations and assessments at the school.

**Role:** Examinations Officer

**Responsible to:** Pastoral Support Manager

**Salary:** PS7 (£29,844 - £31,810 FTE)

**Contract:** Permanent contract. 30 hours per week; 41 weeks (39 weeks term-time plus 2 weeks). The core hours of work are from 8.30am to 3.30pm, Monday to Friday. However, the successful applicant will be expected to adjust their hours accordingly when examinations or assessments take place throughout the year with the busiest periods requiring commitment each day 'until the job is done'. Any additional hours can be taken back as time off in lieu during quieter periods during the academic year

**Start Date:** 4 September 2023

## Responsibilities:

### 1. Management of department

- To lead and manage the work of the Examinations Department, ensuring fair allocation of work according to the members' roles and responsibilities
- To develop the staff in the Department and ensure risk management is built into the team, with others able to complete key tasks as required
- To ensure a high level of documentation for processes is maintained
- To look for opportunities to streamline assessment processes and embrace new technology/systems
- To promote and monitor equality of opportunity within the Department
- To carry out responsibilities with due regard for health and safety

### 2. Liaison with stakeholders

- To develop and maintain effective, positive working relationships with stakeholders
- To liaise with external candidates as required
- To liaise with former students to advise about lost results or certificates, especially advising about examination boards for subjects in previous years
- To recruit and train invigilators as required

### 3. External awarding bodies

- To coordinate the dissemination and collection of information issued from, and required by, all the external awarding bodies utilised by the school
- To collect, process and submit entries for all external awarding bodies

### 4. Data processing

- To ensure that all of the data is stored, accessed and disposed of securely in line with GDPR and data protection regulations
- To update school systems including, but not limited to: importing base data from awarding body websites, tracking changes in examination entries as evidence for audit purposes
- To provide support to MIS in maintaining the integrity of the school systems in relation to examinations, and provide information as required to the Senior Leadership Team (SLT) and School Auditors
- To collect data from Curriculum Leads (CLs) in relation to assessment entries including numbers and options; ensuring that all returns are submitted in a timely fashion
- To know and advise the school of the regulations and procedures used by the examination boards
- To provide advice on, or clarification of, exam board regulations and procedures as requested by individual staff

## 5. Collection, processing and submission of entries

- To set up and publish the assessment timetables for internal and external use
- To verify course unit entries with CLs
- To collect, record and process fees for resit assessments according to School policy
- To liaise with the Learning Support Department to obtain details of candidates eligible for assessment concessions
- To identify assessment clashes and work out solutions for students, obtaining the approval of awarding boards where necessary, and negotiating with parents when required
- To arrange for guarding of students who have clashes
- To create awarding body entry files, and check them thoroughly before submitting by EDI
- To keep accurate records of amendments to entries, submitting amendment files when appropriate

## 6. Running of assessments (internal and external)

- To calculate and arrange the invigilation requirements for assessments, incorporating changes made to resolve timetable clashes and accommodating special provision for students with access arrangements
- To liaise with Facilities & Estates Manager and Assistant Head i/c Day-to-day over requirements for rooms, in time to allow for negotiation with other users of the facilities
- To ensure the completion of pre-assessment administration including, but not limited to: checking and recording deliveries of materials, notifying boards of discrepancies, creating and publishing student assessment timetables in good time, notifying students of any relevant special arrangements and modifying as required by clashes, allocating students to venues, preparing and publishing seating plans for each venue in advance of each assessment
- To ensure assessment venues are prepared before each session including, but not limited to: e.g. putting out seat labels, seating plans, issuing stationery and other required materials, counting out question papers for each venue, providing detailed instructions for invigilators in each venue
- To check at the beginning of each assessment that there are no problems in any venue
- To ensure the completion of post-assessment administration including, but not limited to: checking receipt of attendance registers, receiving examiner addresses, preparing and filling script envelopes, collection and secure storage of all assessment materials and ensuring that all scripts have been taken to Reception for collection
- To make any necessary last-minute arrangements in the event of student illness or incident
- In liaison with the Deputy Head, take any necessary action in the event of misconduct or misbehaviour during the assessments; submitting "special consideration" forms in the event of candidate illness or other problems; submitting late arrival forms as appropriate, informing students (and parents when necessary) of the possible consequences

## 7. Post-results

- To be present during the various results windows for consultation and assistance with enquiries
- To liaise with the Deputy Head to issue information about post-results services to stakeholders via email and other appropriate communication channels
- To check results prior to publishing and raise queries with the boards as required
- To advise on requests for inquiries on results, ensuring that all documentation required by the boards are completed and counter-signed by students; collecting fees, completing forms, forwarding outcomes and when necessary, chasing examination boards for delayed responses
- To collect payments and signed authorisations for return of scripts; distributing scripts on receipt
- To check certificates; returning certificates for amendment in the event of upgrading after enquiries
- To prepare certificates for issue; collating certificates for each student

## 8. Examination concessions

- To administer assessment concessions in liaison with the Learning Support Department
- To manage the allocation, setting up and running of venues for those with assessment concessions

## 9. Communication

- To provide training to staff on School systems as required
- To issue exam board circulars and other information to CLs and to SLT
- To brief students on the arrangements for examinations and the relevant regulations relating to post-results services e.g. inquiries on results, late cash-ins, return of scripts
- To ensure staff are aware of relevant procedures and regulations, providing information to support discussion and formulation of School policies
- To liaise effectively with other departments to ensure collaboration to provide a high standard of service for the school
- To hold regular team meetings to ensure the vision and work plan for the department is shared and monitored effectively
- To respond to emails and queries from stakeholders in a timely fashion

## 10. Other

- To work flexibly at key times of the year in accordance with the operational needs of the school in agreement with the Deputy Head/Headteacher
- To attend regular training in order to keep up with new requirements
- To complete the Exam Officers' training each academic year
- To undertake any other particular duties, which may be reasonably assigned to you by the Deputy Head or Headteacher from time-to-time

## SJB Person Specification – Examinations Officer

	Essential	Desirable	Evidence
Education & training			
GCSE pass in English and Maths or equivalent	<input type="radio"/>		Application form and references  Certificates
A Level or other Level 3 qualifications		<input type="radio"/>	
Professional knowledge & skills			
An ability to manage students effectively, thereby developing positive working relationships.	<input type="radio"/>		Application form  Lesson observation  Interview
Well-developed interpersonal and communication skills.	<input type="radio"/>		
Ability to communicate clearly in writing and verbally.	<input type="radio"/>		
Always meets deadlines and has proven administrative skills.	<input type="radio"/>		
Evidence of strong ability to manipulate data within Excel spreadsheets.	<input type="radio"/>		
Competent ICT skills with the ability and confidence to learn new ICT systems.	<input type="radio"/>		
Evidence of working effectively with SEND students.		<input type="radio"/>	
Personal qualities			
Support the Catholic ethos of our school.	<input type="radio"/>		Application form  References  Interview
A desire to make a difference to the lives of young people.	<input type="radio"/>		
Belief in the importance of high expectations.	<input type="radio"/>		
Energy, enthusiasm and passion.	<input type="radio"/>		

Able to work as part of a team.	<input type="radio"/>		
Excellent time-management and self-organisation; the ability to meet deadlines.	<input type="radio"/>		
Resilient and an ability to work calmly and effectively under pressure.	<input type="radio"/>		
Evidence of commitment to working until the job is completed to a high standard.		<input type="radio"/>	
A willingness to learn and the desire to improve own practice.	<input type="radio"/>		
A willingness to support the running of extra-curricular opportunities before, during and after the school day.		<input type="radio"/>	
High expectations of self and others.	<input type="radio"/>		
Able to work autonomously and flexibly.		<input type="radio"/>	
Able to follow processes and procedures carefully with precision.	<input type="radio"/>		
Good sense of humour.	<input type="radio"/>		
<b>Safeguarding &amp; promoting welfare of students</b>			
Motivation to work with students and staff.	<input type="radio"/>		References
Ability to form and maintain appropriate relationships and boundaries with students.	<input type="radio"/>		Interview
Emotional resilience in working with challenging behaviours.	<input type="radio"/>		
Attitudes to use of authority and maintaining discipline.	<input type="radio"/>		
To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.	<input type="radio"/>		



St John the Baptist School – Elmbridge Lane – Woking – GU22 9AL

Website [www.sjb.surrey.sch.uk](http://www.sjb.surrey.sch.uk) - Email [info@sjb.surrey.sch.uk](mailto:info@sjb.surrey.sch.uk) - Tel 01483 729 343

