



Examinations Officer

(Senior School – NR14 6BJ)

Application closing date: midday on **Wednesday 6th October 2021**

About Langley School

Langley School is an HMC boarding and day school offering an all through education to more than 800 pupils aged 2 to 18.

- Langley Prep School, Taverham (ages 2 to 13)
- Langley Senior School, Loddon (ages 10 to 18)

With an established legacy in providing a first-class inclusive education, Langley is an innovative, caring and stimulating place to work. It is our ambition to not only build the areas in which our strengths lie, but to lead the way as a forward-thinking and aspirational school.

Set within two enviable countryside sites, Langley's stunning green campus locations are a wonderful canvas that allow children space to breathe and grow – with the added advantage of being close to Norwich and nearby transport links Cambridge, London and Schipol Airport via Norwich Airport.

About the role

Structure

School
Administration
Manager

Examinations
Officer



Langley School provides a first-class, all-round education within a friendly, inclusive and supportive community. By focusing relentlessly on improving standards, our pupils/students learn to be independent, valued citizens and develop their abilities to the full.



At Langley School, we select our support staff to reflect the high professional standards of the School, and to be active partners to proactively contribute to the continued success of the Schools wider administrative requirements.



As an Examinations Officer, you will be required to provide and complete relevant information required for the census, and upload information as required by the DFE and ISC as well as other outside agencies.



Working within a busy environment, the Examinations Officer will be responsible for organising the invigilator teams, ensuring pupils enter the exam hall appropriately and have their correct access arrangements, and for starting and ending all examinations.



Purpose and job specification



The Examinations Officer will:

- Advise the Senior Management Team, subject staff and any other support staff on annual exam timetables and application procedures as set by the various boards;
- Ensure candidates, and their parents, are informed of and understand those aspects of the exam timetable that will affect them;
- Identify and manage exam timetable clashes and communicate with teachers concerning imminent deadlines and events;
- Oversee the production and distribution to teachers and pupils of an annual calendar for all examinations in which candidates will be involved;
- Consult with Heads of Department's (HoD) to gather information on changes to specifications/examination boards and any new courses;
- Provide seating plans and coordinate with the Head of Facilities to organise furniture.
- Co-ordinate with Assistant Head, Director of Studies, for room allocation and invigilation staffing.
- Maintain systems and processes to support the timely entry of candidates for their examinations, including downloading base data into iSAMS and creating spreadsheets for HoD entry;
- Provide INSET training to teachers, as required, in order that they may satisfactorily enter relevant entry and predicted grade information;
- Submit candidate's coursework marks; track, despatch (record/registered delivery) and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.

Skills and experience



The Examinations Officer will have:

- An ability to communicate effectively with all relevant parties including your line manager, academic staff and pupils as appropriate;
- Knowledge of managing a budget, as the Examinations Officer will manage the examinations budget and account for income and outgoing related to all exam costs/charges;
- Responsibility for organising and supervising the cognitive ability testing for the School, as directed by the Deputy Head (Academic);
- Experience of working in an educational environment and an awareness of School's exams processes;
- Working knowledge of iSAMS software package (desirable)
- An awareness and understanding of managing access arrangements for pupils and students requiring learning support
- The ability to work effectively with pupils and students;
- Strong planning and organisational skills;
- High levels of accuracy and attention to detail to ensure information held by outside agencies is accurate and includes all eligible qualifications (GCSE. AS. A2. BTEC. ABRSM, Duke of Edinburgh, etc);
- Relationship management skills;
- An ability to work in a team and use own initiative;
- A strong commitment to Safeguarding;
- An ability to develop other areas of examination analysis (including internal results) such as 'pupil performance reviews' as knowledge / skills (especially of iSAMS) are acquired.

Job Overview



Examinations Officer

Site:	Langley Senior School, Loddon (NR14 6BJ)
Reporting to:	Schools Administration Manager and Assistant Head (Director of Studies)
Hours per week:	37.5 hours per week
Weeks per annum:	40 weeks per annum
Contract type:	Permanent
Holiday entitlement:	25 days (plus Bank Holidays)
Salary:	SS10 - £20,520

Langley is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family-friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to welcome and support staff from different backgrounds and part-time or flexible working applicants.





Applications should be received no later than midday on **Wednesday 6th October 2021**



Any candidates shortlisted for interview will be notified by **Friday 8th October 2021**

Please submit a covering letter outlining your suitability for the role together with a completed application form; CV's will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information. Please email your application to **recruitment@langleschool.co.uk** and note that all information within your application will be treated confidentially.

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training
- 24/7 access to our Employee Assistance Programme
- Free School lunches during term-time
- Fee remission of up to 50% for permanent staff (subject to pro-rata calculation)
- Access to a range of pension options, including DC and TPS*

*TPS enrollment is subject to employer terms and conditions



How to make an application

Langley School is committed to safeguarding our pupils and students. All offers of employment are conditional as appointments are subject to receipt of two satisfactory references in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.



Contact

Langley School

Langley Park

Loddon

NR14 6BJ

(01508 520 210)

Langley Prep School

Taverham Hall

Taverham

NR8 6HU

(01603 868 206)

Website: www.langleyschool.co.uk

Email: recruitment@angleschool.co.uk