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**Applicant Information Pack**

**Examinations Officer**



**The Archer Academy aims to be an outstanding secondary school at the heart of our community, providing students from all backgrounds with the inspirational education they need to live successful and fulfilling adult lives.**

Summer Term 2019

[*www.thearcheracademy.org.uk*](http://www.thearcheracademy.org.uk)

June 2019

Dear Candidate,

Thank you for your interest in the Archer Academy and the post of **Examinations Officer**. This pack is intended to give you information about this exciting role and our school’s vision and ethos. Further background information is available on our website and in our prospectus – I would encourage you to review both.

Our vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for local children that will prepare them for adult life. We cannot know exactly what the future will bring for our students, but by giving them a love of learning, adaptable skills and the determination to succeed, we will enable them to rise to whatever challenges they face.

We are a maturing 11-16 secondary school which opened in September 2013 in East Finchley, serving families in the surrounding areas of North London. The school was created to meet the needs and desires of parents, primary school governors and the local community, for a first-choice, non-denominational, coeducational secondary school.

We are significantly over-subscribed, with over 900 applications for entry in September 2019.  We became a complete school in September 2017 for the first time, with students in years 7 through to year 11 and our pioneer year group sat their first external GCSE examinations in June 2018.

We currently have 474 students in years 7-9 and 300 students in year 10-11. We work in a strategic partnership with Woodhouse College and Barnet and Southgate College for post 16 education; with our first students moving into Year 12 this September. This partnership is dynamic and evolving swiftly, securing a third transition point for our students and professional development opportunities for our staff.

We are a campus school, a model which we believe allows us to create a distinctive atmosphere on each site. Our students complete Lower School, Years 7 to 9, at our Stanley Road campus, a new state of the art building with incredible facilities. Our students graduate to our Upper School at Beaumont Close, just a few minutes’ walk away, in Year 10. Our campus provides each cohort the chance to grow and develop amongst their closest peers and creates a real sense of progress when students graduate to the college-like atmosphere of Upper School, a rite of passage they aspire towards.  Our campus model also reinforces the small, community feel of our school.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At the Archer Academy we are building an exceptional school and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I can promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

Please submit your application by email to, Karen Neville, HR & Compliance Manager, at recruitment@thearcheracademy.org.uk. Please do not hesitate to contact Karen on 020 8365 4110 with any questions.

Interview dates are as advertised.

***Deadline for application:*** *Midday on Monday 9th September 2019*

***Planned interview date:*** *W/c 16th September 2019*

This is undoubtedly an exciting time to join the Archer Academy. We very much look forward to hearing from you and thank you for your interest in our school.

Kind regards,



Lucy Harrison

Headteacher

**Our Vision**

Our three-fold vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and ambitious education for local children, an experience that they will relish and that will prepare them for adult life. It underpins every aspect of life at the Archer Academy, and is the benchmark against which we measure our success.

**Realising potential:**

Helping students to achieve personally, socially and academically to the best of their abilities. Our outstanding teachers set high standards and challenge each and every student to fulfil their individual potential, both in their studies and through extra-curricular activities.

**Inspiring creativity:**

Providing an enjoyable and inspirational education that encourages students to be analytical, inventive and self-motivated. This commitment to creativity and analytical thinking applies across the whole curriculum as well as our extra-curricular opportunities.

**Engaging with our community:**

Ensuring that students respect others and value working with others for mutual benefit. The Archer Academy is a school with its roots in the community, and so responsibility and participation are fundamental to our ethos.

**Supporting our students:**

We create a culture that celebrates achievement in all aspects of school life. For the school, good behaviour and firm discipline underpin a happy, respectful and productive learning environment.

We also offer an extended day twice a week, during which students take part in extra-curricular activities. We provide a broad enrichment programme that covers: sports clubs and teams; creative arts societies; media and politics; vocational and entrepreneurial societies; and voluntary work and awards schemes.

**JOB DESCRIPTION**

**Examinations Officer**

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| Title: | **Exams Officer**  |
| Reporting to: | **Assistant Headteacher - Data & Systems** |
| Job purpose: | The Exams Officer will ensure the management, organisation and administration of external examinations in accordance with the regulations set by the awarding bodies and liaise with the Senior Leadership Team in the organisation of internal exams.The Exams Officer will support the appropriate member(s) of the Senior Leadership Team in addition to maintaining stringent systems and processes for the examination process. |
| **Terms & conditions** |  |
| Point Scale Range | Scale Point 18-21 (26-28 on old scale points) £27,228 - £28,725 £23,825 - £25,134 (pro rata) actual salary  |
| Contract arrangements | Term time + 2 weeks non term-time  |
| Working hours | 36 hours per week, ***Full-time working hours are essential during the exam periods and the time around the results day in August. There will be flexibility during the rest of the year.*** |

**Purpose:**

The Examinations Officer will play a key role at The Archer Academy carrying significant responsibility for maintaining and developing an outstanding examinations system for the school. It is essential that the successful candidate is meticulous in running a highly efficient examinations process as the school continues to offers an increasingly wide range of courses and qualifications. High standards of communication with teaching staff, students, parents and examination bodies will be essential to ensure that the School’s objectives are achieved.

**Key Tasks:**

* Maintain and develop the systems and procedures for maintaining records of students’ confidential details and for keeping examination papers filed in a secure place to ensure compliance with examination boards’ requirements.
* Ensure the school is fully prepared for the JCQ inspection visits.
* To be the School's principal link with the examination boards, following up queries from members of staff about technical details of examinations and results (but not subject-specific details of syllabuses); to disseminate to the relevant member of staff any literature about examinations or syllabuses which may be sent by the examination boards, to ensure coursework grades and moderation work are communicated to the examination boards ahead of external deadlines.
* To keep fully updated with the JCQ and examination board regulations and communicate any changes to relevant members of staff in a timely manner.
* To produce, update and review exam-related policies and procedures on an annual basis and make them available to relevant parties.
* To be/become familiar with the databases and electronic systems used for the submission of entries, uploading coursework marks and for the issuing of results.
* Liaise with parents, students and Heads of Department to ensure the correct entries are submitted for all external examinations.
* To Liaise with Hendon School to ensure appropriate exam entries are made for students wishing to take a GCSE in their community language.
* Make sure that all staff are following examination regulations, including checking correct specifications.
* Ensure all examination paperwork is submitted accurately and according to deadlines and exam body requirements.
* Organise of all external examinations during the School year ensuring that they run to the highest standards and liaise with the Senior Leadership Team in the organisation of internal exams
* Oversee the production and distribution to staff, parents and candidates of an annual examinations calendar.
* Communicate regularly with staff and students about imminent deadlines and events.
* Identify and manage examination clashes in line with the available examination board guidance and regulations.
* Process for and administer access arrangements in conjunction with the SENDCO ensuring that all students are given the support they are entitled to.
* Administer school examination budget in conjunction with the Finance Director; to be responsible for the financial issues relating to examinations, keeping records of costs of entries, late entry fees, post results services, keeping control of Invigilator costs.
* Ensure that all staff follow correct procedures in regards to controlled assessments, coursework and other forms of assessment.
* Make sure that examination rooms are appropriately set up in terms of exam board notices, equipment, seating and setting out of papers etc., to enable students to undertake the examinations to the standards that the exam boards require.
* To arrange the appointment of external invigilators for each examination session in accordance with the School's procedures and policies.
* To manage the invigilators; to train and deploy the invigilators in the various examination venues; to ensure, in collaboration with the invigilators and with the member(s) of the academic staff in the examination room, that the required standards of invigilation are maintained at all times and that the rules for the conduct of examinations are observed, delegating such duties to the senior invigilator present, when necessary (this will include taking attendance registers)
* Work with staff and members of the SLT to provide the required results information to enable summaries of examination results for subject leaders to be collated.
* Produce data reports on examination results as required by the SLT.
* Attendance in school on Results day, the day before as well as the weeks after results, as required, to process post results service requests and queries from students who may need further exam information to pass on to their next place of education.
* To download results in August (and at other times, if required) and to organise the provision of printed results to students the day following the receipt of results and the dissemination of results certificates when received from the examination boards; to produce grade breakdowns and boundaries documents for students (where required) and departments
* In consultation with SLT, advise students and departments on grade thresholds and deal with requests for remarks and Appeals, submitting them to the examination boards and feeding back results to relevant staff, students and parents.
* Ensure that all examination results are checked and published correctly.
* In consultation with SLT, complete forms and provide information required by external agencies including the press, in connection with examination results.
* Carry out other data analysis and administrative tasks from time to time as required by the general office and members of the SLT
* Any other duties or responsibilities that may be reasonably allocated to the post holder to ensure the efficient running of the school.

**Professional Behaviour**:

* To maintain high standards of professional behaviour towards colleagues and
students.
* To lead by example and to follow the School’s dress code and code of conduct.
* To carry out duties in a friendly, helpful and professional manner.
* To have a flexible approach, and to be prepared for the unusual.
* To support the School’s aims and to understand and carry out its policies.

**Assessment:**

* To continue personal development as agreed in performance management.
* To engage actively in the performance review process.
* To address the performance management targets set by the line manager.

**Other Specific Duties:**

* To play a full part in the life of the School community, to support its distinctive aims, ethos and policies, and to encourage staff and students to follow this example.
* This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.
* The Archer Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Person Specification**

**Examinations Officer**

**Professional Skills and Experience**

1. Possess relevant experience in an educational setting.

2. Possess a thorough understanding of the requirements and opportunities of the

secondary curriculum.

3. Show evidence of having exemplary organisational and administrative skills.

4. Be able to support and role model on delivery of school ethos and policies.

5. Show evidence of continued professional development.

6. Have relevant experience of working in comprehensive and multicultural environments.

7. Have sound technical understanding of school organisational issues.

8. Have the capability to lead others.

9. Demonstrate the ability to set up and operate effective systems.

11.Have the skills and experience necessary to support teachers in achieving outstanding
 examination results.

**People, Relationships and Communications**

1. Be able to relate to all students in a positive and constructive way and inspire them to
 achieve more than they think possible.

2. Have qualities which earn the trust and respect of students, staff, parents and
 governors.

3. Possess the inspiration to motivate and the ability to build on the strengths and
 expertise of staff.

4. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.

5. Possess excellent written and verbal communication skills.

6. Have the ability to relate positively to parents and other stakeholders and engage them
 successfully in the life of the School.

7. Be able to build constructive working relationships with local schools and colleges.

8. Appreciate the balance between the academic, social and emotional development of
 young people, needed to maintain an outstanding school.