



# Exams Officer Information Pack



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

| **Hard Work** | **Integrity** | **Kindness** |

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Wednesday 22<sup>nd</sup> March 2023.**

Yours faithfully,



Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

### Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

### Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

### Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

## SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

**All appointments will be subject to the necessary safeguarding checks, which include:**

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### **Annual Salaries**

We offer competitive salaries including recruitment & retention allowances, in some cases.

### **Annual Season Ticket Loans**

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### **Cycle Scheme and Green Commute Initiative**

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

### **Employee Assistance Programme**

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### **Mindfulness Programme**

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

### **Optical Expenses**

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### **Work + Family Space Services (Sponsored by UBS)**

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

### **Our Award-Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

#### **Art Floor**

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

#### **ICT suites**

- 3 purpose-built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

#### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

#### **Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.

- Cinema projection capability, instruments and AV lighting and sound systems.

#### **Sixth Form**

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

#### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

#### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

#### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

**Social Events:** Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

## **JOB DESCRIPTION**

<b>Post Title:</b>	Exams Officer
<b>Reporting to:</b>	Vice Principal
<b>Job purpose:</b>	The Exams Officer will: (a) ensure the management, organisation and administration of external examinations in accordance with the regulations set by the awarding bodies. (b) Maintain stringent systems and processes for the examination process. (c) Support the appropriate members of the Senior Leadership Team within this area.
<b>Annual Salary Point Scale Range:</b>	Point 25 - 29
<b>Working Pattern:</b>	Term time + 15 days non-term time. Alternative flexible working patterns will be considered if requested.
<b>Working Hours:</b>	37.5 hours per week. Start and end time to be confirmed with the successful candidate. Flexibility required in regards to working hours. There will be extended working hours during exam periods. We will also accept applications from those who want to work part time.

### **Role Description / Key Responsibilities:**

- Planning the examination year, managing priorities and ensuring Awarding Bodies' deadlines are met.
- Ensure that accurate returns are made to the awarding bodies.
- Liaison with staff e.g. Subject Leaders and other staff with responsibility for subjects about all aspects of examination regulations and procedures.
- Ensure that all required evidence for access arrangements is up to date and ready for Inspection.
- Management of special consideration requests and liaison with parents and candidates about evidence needed.
- Briefing candidates as necessary.
- Resolution of exam clashes, including liaison with academy staff and parents.
- Liaison with the Finance and Resources Director about recruitment and training of external invigilators.
- Management and briefing on a daily basis of senior and other paid invigilators.
- Managing the daily running of external examinations.
- Misconduct or irregularity i.e. handling of incidents, reporting to the Vice Principal and writing of reports where necessary.

- Dealing with the Awarding Body Inspector.
- Being present in Academy to receive the results from awarding bodies on the official results publication dates, to produce tables of the results, queries on the results and make applications to the Boards for re-marks as appropriate.
- Annual review and evaluation of the running of the public examinations.
- Keeping up to date with the latest procedures and regulations by, for example, membership of the Examination Officers' Association.

### **Liaison with Staff**

- Check unit codes with of Department.
- Produce and send relevant sheets to Subject Leaders to complete student entries for January /June series GCE and GCSE.
- Give coursework and mark sheets to Subject Leaders and when completed check and return to Boards/Examiners as appropriate.
- Give copies of student entries to Subject Leaders for final checking before sending to Boards.
- Liaise with the Modern Languages Department regarding oral timetables and checking of tapes etc., prior to exams.
- Liaise with SENDCo regarding access arrangements.
- Liaise with SENDCo and Vice Principal regarding examinations for Foundation Learners.
- Briefing staff about the regulations for invigilation.

### **Communication with Candidates**

- Ensure personal details are correct for certificate purposes.
- Explain applications for special consideration.
- Provide copies of examination entry statements to check before submitting to Boards.
- Obtain UCI numbers of new students and enter onto system.
- Provide all candidates with relevant notices relating to public examinations and ensure that candidates are aware of examination procedures and conduct.
- Make provision for students to be issued with individual examination timetables.

### **Entries**

- Download base data from Boards for January and June entries.
- Keying in entries to Boards: January & June.
- Make necessary amendments on return of entry statements from students and staff then forward entries to Boards.
- Process any further amendments as necessary, particularly before deadlines and penalty charges.
- Check invoices from Boards.

### **Exam Preparation**

- Produce examination timetables.
- Produce clashes timetable and ensure students are informed of arrangements made.

- Arrange paperwork for overnight supervision when necessary and seek approval from the Boards (application for timetable variations).
- Process administration of special consideration candidates.
- Check exam papers against despatch notes and timetables to ensure all have been received with sufficient copies. Store securely.
- Check registers and make note of pupil who have extra time to ensure relevant paperwork is prepared. Enter details onto the system for necessary slips to be provided for extra time candidates during each public examination.
- Order examination stationery for specific exams.
- Produce candidates' names & numbers for desks.

### **Public Examinations**

- Check all exam papers are accounted for, the register is signed and details on the front of the envelopes are completed.
- All sealed envelopes to be registered on Parcel Force sheet.
- Liaise with Parcel Force to collect exam material out of normal exam periods.
- Ensure exam stationery is kept stocked in the Sports Hall throughout the exam period.
- Ensure all paperwork relating to special considerations and overnight clashes is forwarded to the Boards at the appropriate times.

### **Results**

- Assist with the download of GCSE and GCE exam results.
- Make applications to the Boards for re-marks as appropriate and ensure correct fees are paid.
- Produce tables of exam results for the Principal, the Senior Leadership Team and Subject Leaders.
- Process re-marks when submitted to candidates and staff.
- Check invoices with Boards and return fees to candidates as appropriate.
- Process declining grades requests.
- Record /re-mark results and keep the Principal and SLT informed of changes.
- Update examination results to all parties as necessary.
- Return of original scripts to be ordered on behalf of Subject Leaders.
- Check and process the distribution of certificates to ex-students and current students.

### **Reporting**

- Preparation of regular student reporting including performance reporting and targets.
- Maintaining all data records, their validation and operational process controls.
- Advising and assisting the Vice Principal in reporting to the Academy's Improvement Partners, Governors, Academy Development Advisors and Ofsted Inspectors in target setting and detailed analysis of Academy performance.
- Completing all statutory reporting requirements. i.e. School Census.

**Other**

- To carry out duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Vice Principal.
- To promote the safeguarding and welfare of the students and young people as set out in the Academy's safeguarding policy.
- To undertake such other tasks relevant to the work or needs of the Academy as these needs arise and as may be reasonable requested.

## **PERSON SPECIFICATION**

### **Qualifications and Experience**

- Educated to Degree Level or equivalent
- Previous Exams Officer experience.
- Previous experience within the education sector
- Planning data collection and data management experience

### **Skills and Knowledge**

- Documentation of processes and audit controls.
- Proficient in IT /Data Systems (SIMS Software), Microsoft Office, etc.
- Excellent organisational, methodical and analytical skills.
- Excellent communication skills both written and oral.
- Strong Numeric skills, attention to detail and accuracy.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
- Knowledge and understanding of Child Protection, safeguarding children and promoting the welfare of young people.

### **Personal Qualities**

- Commit fully to the Academy mission of ensuring that every student will go on to a good university or equivalent, thrive in a top job and live a great life.
- Ability to maintain confidentiality and discretion at all times.
- Strong commitment to excellent service delivery.
- Ability to work under pressure, prioritise, manage time effectively and meet deadlines.
- Innovative and creative in problem solving.
- Adaptability to changing circumstances and new ideas.

## Exams Officer

<b>Job start:</b>	Immediate upon the completion of the pre-employment checks process.
<b>Scale Point Range:</b>	25 - 29
<b>Annual Salary:</b>	Pro Rata: £27,358 - £30,813 (FTE: £29,855 - £33,326)
<b>Location:</b>	South Hackney

*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'* (staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

### Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking to appoint an Exams Officer who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The working pattern for this post is term time plus 3 weeks during non-term time. Alternative flexible working patterns will be considered if requested. The working hours will be 37.5 hours per week - the start and end time will be discussed and confirmed with the successful candidate. There will be extended working hours during exam periods, so flexibility will be required. We will also accept applications from those who want to work part time.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please read the information pack and complete the online application form. Please ensure that you also read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. If you are up for the challenge we would love to hear from you. **The deadline for applications is: 9:00am on Wednesday 22<sup>nd</sup> March 2023.**

**The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.**