



MALVERN ST JAMES GIRLS' SCHOOL

EXAMINATIONS OFFICER

30 hours per week for 36 weeks per year

Salary on application





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day school for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions. Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our £4.4 million Sports Hall – opened in October 2008 – continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders opened September 2014 featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

- the opportunity to teach highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links

- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk



JOB DESCRIPTION

JOB TITLE: EXAMINATIONS OFFICER

Accountability

The Examinations Officer is accountable to the Headmistress via the Director of Teaching and Learning.

Main purpose of post

Responsibility for the administration, organisation and smooth running of external and internal examinations.

This requires the Examinations Officer to:

- lead and manage Examinations purposefully and efficiently
- maintain the security and integrity of the examinations system
- adhere to whole-School policies within the Office
- support the visions, aims and objectives of the School
- be committed to the values and culture of the school, centred around its Boarding ethos

Particular Responsibilities

The post holder interacts on a professional level with colleagues; the post holder seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school examinations.

The Examinations Officer line manages the part-time Examinations Assistant and a team of invigilators.

Duties and responsibilities

These duties and responsibilities are to be carried out at all times with due regard to the principles of equal opportunity.

- To be responsible for liaising with Head of Subject to collect, check, collate and prepare estimated and final exam entries for all external exams, including IGCSE/GCSE, GCE, EPQ, Functional skills, BTEC, Oxbridge/Cambridge entries and any other type of exam, within the relevant deadlines.
- Inputting all exam entries and amendments where necessary into PASS as appropriate and facilitating the migration of the data to the appropriate exam boards through A2C or directly online.
- Register new learners onto the appropriate BTEC course in liaison with Head of Subject and confirm registration for current learners. Continue to check all processes are current.
- Provision of Statements of Entry to students and external candidates. Confirming the correct details such as Legal name, Date of Birth etc.
- Disseminating and sharing both JCQ and CIE rules and regulations as well as Examinations Boards specific mandatory guidelines to all relevant staff, students and invigilators. Maintaining the integrity and security of the examination/assessment system at all times, within the school.
- To be responsible for overseeing annual inspections from JCQ, CIE and Pearson BTEC.

- To create and evaluate school examination procedures to meet the changing requirements of JCQ and the examining bodies. Where necessary to write, update and implement policies appropriate to the requirements of JCQ and Pearson BTEC.
- In liaison with the Senior School SENCo make applications for Access Arrangements for students, including obtaining students permission. Keep official confidential records for inspection purposes and implement approved arrangements as appropriate within the exam system.
- Allocation and maintenance of candidate numbers, UCI numbers, access arrangements in PASS and other relevant information for students.
- Where feasible, to accept and manage Private Candidates.
- To disseminate information about internal and external exams to staff, pupils and their parents, where appropriate.
- To brief pupils on examination procedures for external candidates in any years affected from Year 9 upwards as appropriate and certainly for Years 11, 12 and 13. To provide Word Processing training specific to exams where students will be using ICT either as an access arrangement or as normal way of working.
- To recruit, train and co-ordinate the deployment of external and internal invigilators (including Readers & Scribes), providing them with all necessary instruction. To monitor and record their hours, liaising with the Finance Office for their payment.
- To produce and disseminate all timetables (internal and external).
- Resolving timetable clashes with timetable deviations and organising secure isolation of candidates.
- To liaise closely with the Timetabler/Estates over rooming requirements and set up.
- To collate information regarding estimated entries, NEA/CW/CA marks and communicate to the boards either through PASS or online as appropriate, by the necessary deadlines.
- Receipt, checking and secure storage of all public exam papers, stationary and pre-release material into school and to collect, collate and securely return all exam scripts, NEA, coursework and controlled assessments.
- To manage internal and mock examinations according to requirements, including orals and practical exams. To include the creation and sharing of timetables (including orals in collaboration with the Head of MFL) and the scheduling of invigilators.
- To organise and be responsible for the daily running of internal and external exams, including oral and practical examinations. To ensure all stakeholders are aware of their involvement and to deal with any incidents as they arise.
- To check all processes are complete and obtain final unit grades for all BTEC learners in liaison with Head of Subject. To enter the relevant information through Edexcel Online and make final claims for BTEC results.

- Lead on requests and process special consideration where applicable. Liaising with candidates, staff, invigilators and parents.
- To be present on both Pre-release and Results days.
- To download, collate and analyse all external examination results. To distribute and manage results and statistics for publication and dissemination to the Headmistress, Governors, Staff, ISC and ISI.
- To communicate statement of results to each student and external candidate as appropriate within the permitted timeframes.
- To check and amend where possible DFE examination results information before publication.
- To check, collate and distribute certificates to students past and present.
- To explore and develop exam software to streamline the administration of examinations.
- To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations.
- Attend relevant training and network meetings.
- Checking and authorising examination invoices, liaising with the Finance Department.
- Provide the Finance Department with charging details for all entries and post results.
- Processing all Post Results requests including reviews, access to scripts and appeals.

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Contribute to the school's programme of extra-curricular activities
- c. Support and contribute to the School's responsibility for safeguarding students
- d. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- e. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- f. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- h. Engage actively in the performance review process.
- i. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- j. Undertake other reasonable duties related to the job purpose required from time to time
- k. To adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

Essential Criteria

- Excellent organisational skills
- High level of accuracy with close attention to detail
- Excellent communication skills
- ICT Literate
- Confidence to use own initiative
- Good at forward planning
- Good decision making skills
- Adaptable and flexible
- Ability to work under pressure to deadlines
- Professional, calm, dependable and reliable
- Ability to work independently and with others

The nature and extent of this role is subject to continual change as examination processes and directives from the DFE dictate.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.



Benefits of Working at Malvern St James's Girls School

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all Staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale which is currently 3% above the National Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Annual Leave - Support Staff

Full time Staff will be entitled to 25 days annual leave in addition to Bank Holidays. A pro rata calculation is provided for Part time Staff.

Leave - Teaching Staff

Teaching Staff are entitled to longer holidays than the maintained sector to allow for proper rest and time for planning and preparation of resources together with other requirements relating to the Academic Year.

Professional Development

A commitment to professional development is important and Staff are acknowledged for their commitment, skills and personal qualities through which the continuing success of Malvern St James is maintained.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Childcare Voucher Scheme

The *KiddiVouchers Childcare Voucher Scheme* allows all Staff to save money through a salary sacrifice scheme, which provides tax-free childcare benefits.

Location

Malvern St James Girls' School is set in an area of Outstanding Natural Beauty at the foot of the Malvern Hills. We are based in a convenient location in Malvern, with excellent transport links and direct trains running to Birmingham, Hereford, Worcester and Cheltenham.

