



VACANCY

Examinations Manager

APPLICATION INFORMATION PACK



Welcome

Thank you for your interest in the advertised position of Examinations Manager at North Huddersfield Trust School.

The school opened in 2011 and has almost trebled in size since then. This academic year, we have over 1,000 students on roll including oversubscribed intakes of 210 in each of Years 7, 8, 9 and 10. We were inspected by OFSTED in May 2022 which confirmed our status as a good school, describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student. We have an established Student Parliament which is an integral element of our leadership programme designed to give a voice and an influence to the people we believe will shape and transform society.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell
Headteacher

Vacancy Details

Examinations Manager

37 hours per week, term time + 10 training days including download and results day

Grade 8 (actual salary £26,628 - £28,047)

Closing date: 9am Wednesday 11th September

Start date: ASAP

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are looking to appoint an Examinations Manager to manage the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please contact Mrs Nora Brown, Operations Manager, at nbrown@nhtschool.co.uk or telephone 01484 452100 ext 271.

Please apply through <https://www.nhtschool.co.uk/vacancies/> The closing date is 9am on Wednesday 11 September 2024.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

In line with KCSIE 2023 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Job Description

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|---------------------|--|
| Role | Examinations Manager |
| Pay scale | Grade 8 |
| Weekly hours | 37 hours per week, term time + 10 days |

Role Summary

This role is an integral part of the school's examinations function and you would be responsible for ensuring that all examinations are well managed.

Key responsibilities:

1. Examinations – internal & external
2. General administration duties

Duties

| Key accountabilities | Key tasks |
|-----------------------------|---|
| Examinations | <ul style="list-style-type: none">• Under the direction of the Senior leader for examinations, prepare, plan, co-ordinate and conduct all internal and external examinations including re-sits for NHTS's exams• Submit official entries and registrations for qualifications using SIMs and awarding body secure sites• Communicate with the examination boards, and when necessary, individual students with respect to: entries for all examinations, amendments, late entries and withdrawals, results, enquiries about results, certificates, coursework and resits, for both module and final examinations• Manage the daily running of examinations at NHTS but not limited to: preparation of exam room(s), train/deploy invigilators, implement exam access arrangements, distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch• Provide students and staff with information relating to individual examination timetables, seating arrangements, JCQ examination rules and regulations, drawing up the examination timetables• Receipt, collate and distribute exam board certificates for students• Circulation of incoming information, logging important communications, ordering stationery and other materials as required and requested• Under the direction of the Assistant Headteacher, import and co-ordinate the distribution of exam results for NHTS, dealing with queries arising from results and administer reviews, access to scripts or remarks as necessary• Answering and dealing with enquiries from students, parents, members of staff, examination boards, and the public• Work closely with the SENDCO and SEND department to ensure appropriate access arrangements are implemented for eligible students |

| | |
|----------|---|
| | <ul style="list-style-type: none"> • Adherence to the guidelines and procedures laid down by the examination boards and the JCQ • Organisation of the rooming timetable and liaise with the Premises Manager with respect to the organisation of examination rooms, including seating and furniture movement • Liaising with Human Resources regarding potential employment of invigilators and produce an external (and internal if staff are used) invigilation timetable • Producing all relevant stationery, mark lists, attendance lists, and packages addressed to examiners. Keep regular records of examination stocks and order/arrange despatches accordingly • Receipt and log all examination papers and/or scripts. Ensure that all examination materials are stored and secured at all times. Ensure the secure disposal or distribution of used examination papers following a specific holding period • To ensure staff receive and are aware of changes in regulations and specifications • Organise, administer and attend student results days • Use word-processing, spreadsheet or other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc., as and when required • Assist with maintaining manual and computerised record systems, including spreadsheets, for financial records. Preparing and checking student examination fees for each examination period. Reconcile all examination fees and charges from each examination board • Maintain an appropriate and efficient filing system within the exams office • Prepare and deliver annual exams training to invigilation staff and facilitators of access arrangements • Undertake other duties as requested |
| Personal | <ul style="list-style-type: none"> • Under the guidance of the Assistant Head responsible for examinations, carry out the school's basic personnel functions • Ensure the school central record for safeguarding is maintained accurately and in line with Ofsted guidance |
| General | <ul style="list-style-type: none"> • Always uphold the school's PRIDE agenda • Adhere to strict standards of confidentiality • Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance • Undertake training and continuing professional development as required to fulfil and develop the role |

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:

Assistant Headteacher (Curriculum & Assessment)

Responsible for:

Invigilators

Person Specification

| | ESSENTIAL | DESIRABLE |
|-------------------------------|--|---|
| Education / training | <ul style="list-style-type: none">✓ Minimum 5 GCSE passes at Grade C or above, including Maths and English✓ Excellent numeracy and literacy standards | <ul style="list-style-type: none">✓ Further education or professional qualification in maths, accountancy or business management |
| Experience | | <ul style="list-style-type: none">✓ Experience of working in a school setting |
| Specialist knowledge & skills | <ul style="list-style-type: none">✓ Working knowledge✓ Proven administration skills | <ul style="list-style-type: none">✓ Knowledge of SIMS✓ Familiar with awarding body subject specifications and where to find them |
| Personal skills | <ul style="list-style-type: none">✓ Excellent attention to detail✓ Ability to work meticulously and methodically, even when under strict time pressures✓ Ability to deliver excellent customer service to both adults and children✓ Ability to plan and prioritise tasks✓ Outstanding communication skills✓ Professional resilience✓ A sensitive and diplomatic approach | <ul style="list-style-type: none">✓ Current driving licence (for occasional use only) |
| General | <ul style="list-style-type: none">✓ Excellent understanding of safeguarding guidance✓ A willingness to undertake training and professional training | <ul style="list-style-type: none">✓ An understanding of school policies |

Please use the above person specification to inform your supporting statement which should be **no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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