



Appointment of Examinations Officer

Required April 2024

Welcome from the Head



My priority over the past few years has been to improve the quality of teaching and learning and to open doors for every student that we are privileged to teach.

The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators .

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently.

We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

The Examinations Officer is responsible for ensuring the Schools assessment procedures comply with JCQ and exam board regulations. To act on the behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

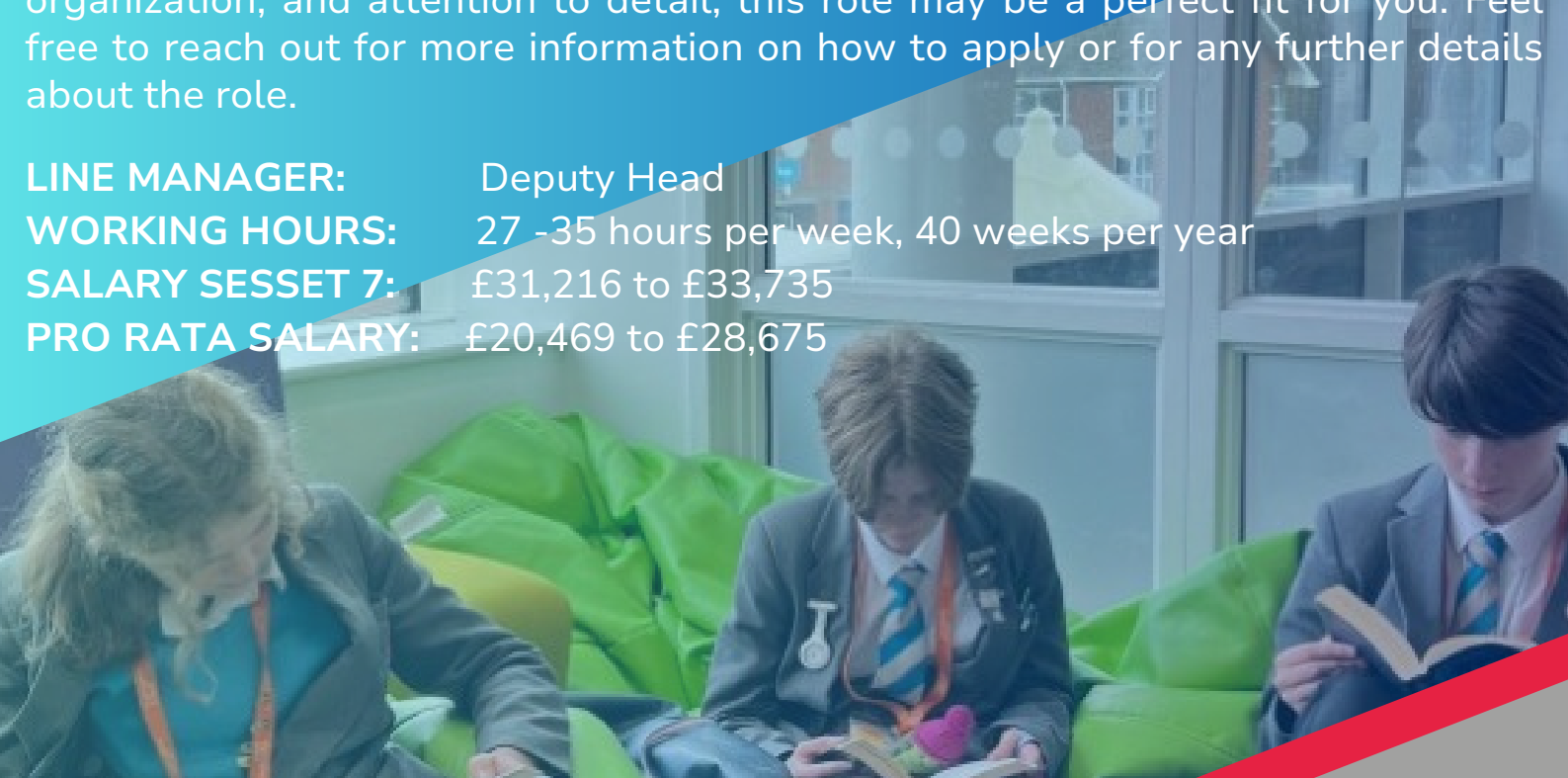
Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

To support the Deputy Headteacher and other staff with the running of internal exams and assessments in examination conditions.

This role offers someone some level of flexibility and hours outside of examination periods can be reduced to support the longer hours required during the exam weeks. These are clearly identified before the start of the academic year. Hours during examination periods are between 08:00 - 17:00 depending on the length and number of exams on each day. The school day runs from 08:30 - 15:20 during term time.

The salary for the Examinations Officer role typically ranges between £25,000 to £35,000 per year, depending on qualifications and experience. This position offers a rewarding opportunity to ensure the smooth running of examinations and assessments within the school, supporting both students and staff in achieving academic success. If you are someone who values integrity, organization, and attention to detail, this role may be a perfect fit for you. Feel free to reach out for more information on how to apply or for any further details about the role.

LINE MANAGER: Deputy Head
WORKING HOURS: 27 -35 hours per week, 40 weeks per year
SALARY SET 7: £31,216 to £33,735
PRO RATA SALARY: £20,469 to £28,675



Benefits

- > Strong Induction Programme
- > Great CPD and training opportunities for all staff
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious & well-equipped staff room, teaching & meeting rooms
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for staff where it will support their work
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

To enter students for, and organise the taking of examinations across the school, as appropriate.

Key Accountabilities

These accountabilities are based on the professional responsibilities of teachers outlined in the School Teachers' Pay and Conditions Document (STPCD). They are supplemented as relevant by reference to the DfE Teachers' Standards (2012).

Public Examination Administrator

The postholder is responsible for all issues concerning National Qualifications including:

- GCSE
- CAT's
- Vocational Qualifications

In carrying out these responsibilities the key tasks will be as follows:

- To organise the administration of all examinations (including modular tests) in liaison with the Deputy Headteacher. This will include:
 - the preparation of timetables
 - allocation of rooms
 - organisation of seating plans
 - staffing requirements
- To process and forward all student entries ensuring that all Examination Board deadlines are met.
- To process and forward all controlled assessments to moderators and scripts to markers ensuring that all deadlines are met.
- To ensure the Schools assessment procedures comply with JCQ and exam board regulations
- To be the sole contact person for communication between the School and relevant Examination Boards.

- To organise "special arrangements" for students with special educational needs in liaison with the School's Director of Support and to arrange for "special consideration" appeals in regard to students who have been disadvantaged in any way.
- Allocate rooms for examinations, especially for Special Needs students in liaison with appropriate leaders and those responsible for cover.
- To deal with any parent/carers enquiries relating to any public examination issues.
- To deal with any queries, appeals and script requests after results have been received in liaison with the Deputy Head.
- To co-ordinate the appointment and deployment of temporary contract invigilators in liaison with the School Business Manager (SBM) and HR.
- To ensure that the School Business Manager / HR are provided with full details of public examination entries, including costings, within 7 days of official entry. The SBM should also be informed immediately of any alterations which might occur after this date.
- To be responsible for "downloading" all public examination results and for co-ordinating the distribution of these results to students.
- To co-ordinate entries and withdrawals in liaison with relevant staff.



Role Description Cont.

Internal Examinations

- To be responsible for the administration of all internal examinations including timetables, allocation of rooms and staffing.
- To be responsible for collating the internal examination requirements forwarded by Senior Leaders of the School.

New Course Planning

- To support Subject Leaders with advice and guidance on examination requirements for new courses they would like to introduce.
- To ensure correct procedures and environments are available for examinations.

Other Responsibilities

- To recruit, train and line manage the invigilator team
- To provide support to members of staff by undertaking administrative duties
- To maintain the quality and relevance of information on the website.
- To support and assist with marketing and communication projects as necessary
- To maintain and be able to use all areas of SIMS (Management Information Systems for Schools) student records, including attendance

Working with Colleagues and other relevant professionals

- To collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Professional Responsibilities

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- To participate in arrangements for the appraisal and review of your performance and, where appropriate, that of other teachers and support staff.
- To participate in arrangements for your further training and professional development and, where appropriate, that of other teachers and support staff, including induction.
- To communicate with students, parents and carers and staff members.
- To support the ethos and vision of the school and to assist with other duties in accordance with establishment practice or within reasonable requirements of the school.



Person Specification

The successful candidate will need:

Qualifications & Training

- Good English and Maths GCSE
- A level study

Experience

- To manage own workload
- To complete tasks to deadlines
- Ability to work on several different projects/ areas at the same time
- Experience using online tools
- **To have worked in an administration environment***
- **To have worked in a school/college environment***
- **To have managed the examination process within an educational setting***
- **To have advised senior leadership teams***
- **To have managed staff***
- **To have experience dealing with confidential matters***
- **To have used a management information system (MIS) within an educational setting or equivalent***

Skills & Abilities

- To manage and maintain the integrity and confidentiality of the exams system
- To communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)
- To interact with others in a positive way (effective interpersonal skills working with a range of internal and external stakeholders)
- To be proficient in the use of a range of IT software packages
- To manage and maintain the integrity and confidentiality of the exams system
- To communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)

- Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines
- To work with a high degree of accuracy
- To work well under pressure
- To work flexibly
- To work without close supervision
- To work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements)
- To follow relevant policies, procedures and regulation to complete work
- To adapt quickly to changes to regulations and processes
- To deal with enquiries in a professional and sensitive manner
- To handle challenging conversations with confidence and sensitivity
- To work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)
- To commit to safeguarding and promoting the welfare of young people
- To undertake relevant training and development opportunities.
- **To analyse data***
- **To be aware of the Joint Council for Qualifications (JCQ) regulations or equivalent***
- **To be aware of current developments in the secondary school/college curriculum and examination systems***
- **To be aware of qualifications contributing to performance tables (school and/or college performance measures)***

Closing date for applications is
Monday 18 March 2024
at midday

Interviews will be held between:
Wednesday 20 & Friday 22 March 2024

For an informal discussion about the
role please contact the HR Manager,
Karen Ehren 01737 764356 ext 208
kehren@carringtonschool.org





Visit our website for more
information about our school and
to download an application form



www.carringtonschool.org

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