



GUMLEY HOUSE  
SCHOOL FCJ

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# Application Pack

## Exams Officer and Data Manager

*We are looking for an enthusiastic and committed professional to join our team. The successful applicant will provide first class support to manage all aspects of internal and external examinations and assist with data management.*

**Required from**  
*September or earlier*

**Salary Scale:**  
Scale 5 – Scale 6  
(£29,583 - £33,957)  
*pro-rata*  
*depending on experience.*

*Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers*



**STEPHEN BYRNE**  
Headteacher



***Thank you for your interest in joining our school community here at Gumley House.***

If you spend a day at Gumley House you'll understand what 'ethos' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



[www.facebook.com/gumley.house](http://www.facebook.com/gumley.house)



[www.twitter.com/gumleyhouse](http://www.twitter.com/gumleyhouse)



[www.instagram.com/gumley.house](http://www.instagram.com/gumley.house)



[www.gumleyhouse.com/LinkedIn](http://www.gumleyhouse.com/LinkedIn)



*Founded 1841*

## **180 years of outstanding Catholic education**

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high-level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus, we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.



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# Job Description

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**Job Title:** Exams Officer and Assistant Data Manager

**Line Manager:** Assistant Headteacher, Assessment, Monitoring & Reporting

**Salary Scale:** Scale 5 – 6 (£29,583 - £33,957)

prorata 36 hrs per week, 38 weeks (plus 2 weeks) depending on experience

## Main Purpose of the Role

- To provide first class administrative support to manage all aspects of internal and external examinations, including registration and entries on courses, in line with the school's vision and values. To assist with data management and timetabling.

## General Responsibilities

- To lead the arrangements of all practical aspects of examinations including: invigilation, rooming, student entry slips student timetables and preparation of venues, in liaison with the Leadership team to ensure the smooth running of the exams.
- To work closely with the data management team and senior leadership to ensure assessment data is available to teaching staff by agreed deadlines.
- To produce data student data and reports as directed.
- To co-ordinate and manage all post result enquiries and examination paper requests with all examination bodies.
- To ensure the integrity and security of all examination papers at all times.
- To ensure that the school is prepared for and meets all the inspection regulations required by JCQ or individual examination boards.
- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- To disseminate information well in advance of mock and public examinations to staff, students and parents.
- To assist and support with data management tasks and the changes to the timetable to ensure staff and students records are up to date. E.g. Year 7 transfer, ALPS.
- To plan, oversee and complete whole school reporting. This includes setting up mark sheets, checking data for accuracy, preparing reports.
- To action changes to the timetable for both staff and students to ensure there is an accurate database.
- Ensure changes to the timetable as actioned immediately to support the safeguarding of students by having correct information available to staff.
- To provide cover in the absence of the cover supervisor who organises planned and unplanned absence for teachers.

## Specific Duties

- To be present during the summer holiday period to arrange downloading and distribution of examination results for both GCSE, AS and A2 levels.

- To support the School Business Leader to ensure that the school's Invigilators budget is monitored ensuring best value for money principles are followed.
- To ensure adequate and necessary stationery and equipment is available to all students sitting examinations.
- To work with the SENDCo in managing the support of special examination requirements for students.
- To ensure that all resulting evidence is reported in compliance with exam regulations.
- To advise the senior leadership team, subject leaders, teaching staff and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards. This should include any changes in syllabus.
- To co-ordinate the Community languages programme with the Head of MFL.
- To meet with inspectors of Exam boards and report outcomes and act on recommendations made.
- To manage all aspects of internal and external examinations, including registration and entries on courses using SIMS.
- To manage the school's Examinations and Invigilators budget ensuring best value is followed where possible.
- To lead the arrangements of all practical aspects of examinations including: invigilation, rooming, student entry slips student timetables and preparation of venues, in liaison with the Leadership team.
- To disseminate information well in advance of mock and public examinations to staff, students and parents.
- To be responsible for the management and facilitation of the Level 1, 2 and 3 qualifications data on August results days for students.
- To co-ordinate and manage all post result enquiries and examination paper requests with all examination bodies.
- To ensure the integrity and security of all examination papers at all times.
- To ensure that the school is prepared for and meets all the inspection regulations required by JCQ or individual examination boards.
- To lead the production and distribution to staff of an annual calendar for all exams, and communicate with all candidates involved to ensure that all are aware of any imminent deadlines and events.
- To ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them. This should be given to students at least 4-6 weeks in advance.
- To consult with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines and exam board requirements.
- To lead on the organisation of entries by providing and confirming detailed data on estimated entries.
- To receive, check and store securely all exam papers. This should include checking the time, date and other details prior to opening the question paper and checking the names on the papers at the end of the exam.
- To administer access arrangements and make applications for special considerations using the *JCQ Access Arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations*. Students, staff and their parent/carers should be made aware of the outcome in writing at the earliest opportunity.
- To identify and manage exam timetable clashes and to lead on any changes, ensuring that staff, students and their parents and carers are made aware of this at the earliest opportunity.
- To account for income and expenditure relating to all exam costs/charges.
- To line manage the exams invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- To prepare and present reports to the SLT when results are released.
- To commence exams and instruct students to write their names exactly as it appears on the attendance register.

- To arrange the dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests.
- To maintain systems and processes to support the timely entry of candidates for their exams.
- Manage the Mock exams and Assessment weeks' timetable and ensure departments have assessment papers available.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as the Headteacher may reasonably direct from time to time.

### **General Requirements**

- Take part in the school's performance management system.
- Enhanced CRB Check.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To maintain confidentiality with all work with due regard for the Data Protection Act.
- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- To attend training sessions and meetings as required.

### **CONFIDENTIALITY**

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed to any unauthorized person or organization.

### **How to Apply**

Details of the school are available on our website [www.gumleyhouse.com](http://www.gumleyhouse.com) where you can download an application form and email it to Donna Godwin, PA to Headteacher at [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)

Deadline for applications: applications will be considered upon receipt and candidates will be contacted on a rolling basis. Please note that only shortlisted candidates will be contacted and the date for interview discussed then. All appointments are subject to a satisfactory, enhanced DBS check.

If you require any further detail about the role or application process, please contact Mrs Godwin at [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)

## PERSON SPECIFICATION

**KEY: A = Application; I = Interview; R = Reference**

ATTRIBUTES	ESSENTIAL	DESIRABLE	STAGE IDENTIFIED
<b>EDUCATION</b>			
Diploma in Counselling	X		A
Accredited member of BACP/UKCP/BAAT	X		A
<b>EXPERIENCE</b>			
Experience of working therapeutically with young people aged 11-19 on an individual basis as well as groups.	X		AI
Experience of working with adults.		X	AI
Experience of working with families.	X		AI
Experience of working in a school.		X	A
In-depth knowledge of child protection issues and safeguarding procedures.	X		AIR
<b>SKILLS AND PERSONAL QUALITIES</b>			
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	X		IR
To have knowledge of the developmental issues of the client group. Have a mature and non-judgmental outlook.	X		IR
The ability to work effectively with, and command the confidence of, teaching staff and Senior Leadership Team within the school.		X	AIR
To possess an understanding of the key issues impacting on young people's lives today.	X		AIR
In working with others, have the ability to assess and review young people and family circumstances and plan appropriate responses, taking on-board relevant advice and dealing with issues.	X		IR
The ability to seek advice and support when, and if, necessary.	X		IR
Excellent verbal and written communication skills.	X		AIR
Excellent time management skills.	X		AR
A commitment to the welfare of young people.	X		AIR
Committed to on-going professional development accessed both in School and via external courses.			AIR
The ability to work under pressure to tight deadlines.	X		IR
An awareness of the need for professionalism at all times, in behaviour, appropriate dress, punctuality and reliability.	X		IR
To maintain at all times strict confidentiality.	X		AIR
A commitment to upholding the Catholic ethos of the school.	X		I
An excellent attendance record.	X		R
The ability to utilize standard keyboard/IT skills.	X		AR
An enhanced DBS check.		X	A