



Support Staff Vacancy Details

The Park Community School is seeking to appoint an exceptional candidate to the role of Examinations Officer. The successful candidate will join a successful, reflective and improving school. Leading on the administration and implementation of external and internal examinations, this post directly impacts on student outcomes and destinations. The post requires a high level of competency with IT, an eye for detail, a commitment to excellence, the ability to lead a team, work without close supervision, and to communicate effectively with a wide range of stakeholders.

Both experienced Examinations Officers and candidates willing to be trained will be considered. If you have a commitment to excellence and your skills and attributes are a good match and you share our passion to support young people to achieve the very best outcomes, we hope you will apply. In return you will join a supportive, committed team of staff and have opportunities for professional and career development.

This role is critical to the smooth running of the school day and supporting the needs of our community users who use the facilities during the evening and at weekends. It involves a wide range of tasks across a large campus, so if you like to be busy, are physically fit; can work independently and enjoy working as part of a team, this could be the role for you. All essential training can be provided for the right candidate.

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history. The school currently educates 1472 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

The school is a founding member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training. Later in the spring, the school and trust will combine with the Ventrus Multi Academy Trust to form a new trust, the Harbour Schools Partnership. This is an exciting stage for education in North Devon.

The TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.



Support Staff Vacancy

Job Title: Examinations Officer

Contract Term: Permanent

Vacancy Closing Date: 9am on Monday 24th February 2025

Interview Date: w/c 24th February 2025

How to Apply

Please visit: <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email hr@theparkschool.org.uk.

Please note we do not accept Curriculum Vitae.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Job Description

Job Title: Examinations Officer

Responsible to: Deputy Headteacher

Work Pattern: 37.5 hours per week over 41 weeks per year.

General working hours will be 08:00-16:00 per week during term time plus some holiday time working. Flexible working hours to support activities during the exam season plus some non-term time working hours will be required during exam results periods.

Grade: NJC Pay Scale Grade E Points 16-22 (FTE Salary £29,572 - £32,654).

Actual pro-rated starting salary point 16 £27,103 per annum, including holiday pay.

Principle Accountabilities

The Examinations Officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies.

They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

Shared Responsibilities with other Leadership Team members:

1. Liaise with TLP, service providers, schools and colleges
2. Work to strengthen and enhance The Park Community School's values and culture
3. Supporting the best academic outcomes for young people
4. Safeguarding and promoting the welfare of children and young people.
5. Safeguarding Level B: This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check. The postholder will be required to be alert and active on issues relating to pupil welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.

Main Duties and Responsibilities

Before examinations

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process in accordance with Joint Council for Qualifications (JCQ) regulations
- Understand the qualifications available to 11-16 year olds and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in cooperating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Work with the school's Business Manager and finance team to put in place an accurate examinations budget for the coming year
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs and Disabilities Coordinator (SENDCo) and Exams Access Team in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Liaise with Heads of Departments and other relevant stakeholders to ensure correct examination entries are made on time
- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies

- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators to run the exam seasons
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

During examinations

Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools

- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations
- Liaise with the school's Data Manager to ensure internal and external examination data is provided for analysis

Other

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks

The above duties are also subject to redesignation or alteration from time to time, by negotiation, as directed by the Headteacher.

Safeguarding Level B:

This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.

To be alert and active on issues relating to pupil welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.

Person Specification

We expect our staff members to role model positive behaviours for young people, be resilient and adaptive in a school with rapidly changing needs, and help promote a supportive and compassionate working environment.

Shortlisting will be ranked based on the essential criteria (set out in the table below) being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

The Park Community School, and Tarka Learning Partnership, is a Disability Confident Committed employer. If you are disabled and meet the minimum essential criteria (highlighted), you will be guaranteed an interview. Please complete the information on Page 15 of the Application Form.

We know there is no 'perfect' candidate, so if you meet most of the criteria and feel you would be an asset to the team, we would encourage you to apply. We provide training and mentoring to give you the best opportunity to excel in your role. The table below is not exhaustive and many more personality traits and skills are required to join the team.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice.

Category	Requirement	Essential/Desirable
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Qualifications, Education and Training	<p>Minimum of GCSE Grade C/5 or equivalent in English and Maths</p> <p>Level 3 qualification</p> <p>Quality Assurance/Compliance/Administration Training</p> <p>Exam Officer Training</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>
Professional Knowledge and skill	<p>Ability to multitask and work flexibly</p> <p>High level IT skills and an understanding of multiple IT systems</p> <p>Good organisational and planning skills</p> <p>Good problem solving/analytical skills</p> <p>Ability to prioritise workload and meet deadlines</p> <p>Knowledge of Data Protection policy and processes</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Experience	<p>Work in a school/college or administration environment</p> <p>Managing the administration of examinations</p> <p>Work with confidential and/or sensitive materials</p> <p>Managing other members of staff, such as invigilators</p> <p>Managing time and workload to meet deadlines</p> <p>Working with data sets and ability to analyse data.</p> <p>Working with awarding bodies and regulatory organisations, e.g. JCQ</p> <p>Research, Interpretation and compliance with technical and statutory regulations set by external bodies</p>	<p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>
Professional Skills/Attributes	<p>Highly organised and effective at personal time management</p> <p>Ability to keep calm under pressure</p> <p>Ability to work well in a team, and independently</p> <p>Analytical and problem solving skills</p> <p>Strong interpersonal and communication skills with a range of stakeholders</p> <p>Able to reflect and learn from experience</p> <p>Able to physically handle and manoeuvre exam scripts as well as lead multiple exam venues across the school site.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Attitudes	<p>An interest in and a passion for supporting students to be successful</p> <p>Empathetic</p> <p>Enjoys working as part of a team</p> <p>Able to work under own initiative and independently</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p>

	A commitment to excellence	E
	Resilient and able to function well under pressure	E
	Propensity for attention to detail	E
	Willingness to undertake further professional development	D