



RECRUITMENT PACK

IBSTOCK SCHOOL

Examinations Manager

37 hours per week – 39 weeks per year (0.8559 fte) – permanent

Grade 8, Point 15-18: £26,427 – £28,776 per annum

Actual salary: £22,618.13 - £24,628.57 per annum

Commencing as soon as possible



inspiration **i**nnovation **i**ntegrity

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Start date: as soon as possible

As part of our continued growth, an exciting opportunity has arisen for a hardworking, organised and efficient examinations manager to join our team. This is a crucial role for the school involving managing all aspects of the school's internal and external examination systems, as well as facilitating/assisting with the production and interpretation of school data.

As examinations manager, you will possess excellent literacy and numeracy skills, with keen attention to detail. Excellent communication skills are key as the role will involve liaising with, supporting and providing guidance to a wide range of people including senior leaders, other colleagues, exam invigilators, students and parents/carers on both a one-to-one basis and to larger audiences. You will need to be calm, caring, approachable and firm when necessary, with the ability to work under pressure and to use your own initiative. As part of the role it is anticipated that you will be flexible, working additional hours during peak examination times and results days to support our staff and students.

The ideal candidate will have proven experience of planning, organising and administering examinations, ensuring that they are conducted smoothly, efficiently and above all adhering to all relevant exam body regulations. You will also need to be confident organising exam invigilators, including timetabling, allocation of work, training and ensuring that the most up to date information from exam boards is provided to them.

With over 700 students on roll, the school is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire.

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

Closing date: 12 noon on Thursday 26 September 2024

Interviews: date to be confirmed

Please visit our website <http://www.ibstockschool.co.uk/content/vacancies.php> for an application pack, or for more information and enquiries, email jobs@ibstockschool.co.uk

September 2024

Dear applicant

EXAMINATIONS MANAGER

Thank you for your interest in the post of examinations manager at Ibstock School. This is a crucial role for the school in our continuing development and we are looking to recruit a hardworking, organized and efficient person to join our team at the earliest opportunity.

Context

With over 700 students on roll, the school is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. Having joined LiFE Multi Academy Trust in July 2021, we are now at an exciting stage in our development, having just completed the process of age-range change to become an 11-16 school and receiving our first set of GCSE results.

About the role and you

The examinations manager will have responsibility for the management of all aspects of the school's internal and external examination systems, as well as facilitating and assisting with the production and interpretation of school data.

The ideal candidate will have proven experience of planning, organising and administering examinations, ensuring that they are conducted smoothly, efficiently and above all adhering to all relevant exam body regulations. You will need to be highly literate and numerate with excellent communication skills, as the role will involve liaising with, supporting and providing guidance to a wide range of people, both on a one-to-one basis and to larger audiences, including senior leaders, exam invigilators, other colleagues, students and parents/carers. You will also need to be able to confidently organise the exam invigilators, including timetabling, allocating work, training and ensuring that they are provided with the most up to date information from the exam boards.

How to apply

We encourage you to visit our website for more detailed information about the school and further information about the vacancy. Informal enquiries are welcomed by emailing jobs@ibstockschool.co.uk or by calling 01530 260705.

Please send a letter, maximum 2 sides A4, for the attention of Nicola Koncarevic, Executive Headteacher, which specifically addresses the requirements of this post, together with your application form. To comply with Safer Recruitment guidelines, please do not send a CV as we do not accept them.

Completed application forms should be emailed to jobs@ibstockschool.co.uk, or returned directly to the school and should be received by **12 noon on Thursday 26 September 2024**. We hope to interview shortly afterwards.

The application process

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks, including an online check.

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

We look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

Yours sincerely

Nicola Koncarevic

Executive Headteacher
Ibstock School

JOB DESCRIPTION

Examinations Manager

Grade 8 (Point 15 – Point 18)

Line manager: Assistant Headteacher

Job purpose

- Reporting to the Assistant Headteacher to ensure that the administration, planning, organisation and conduct of all internal and external examinations takes place efficiently, smoothly and in accordance with all relevant regulations and to ensure the distribution of results to students.
- To assist with the production and interpretation of data as appropriate.
- To enable and support high-level teaching and learning across the school.
- To be the main point of contact for enquiries relating to student examinations.

Main duties and responsibilities

Exams

- To liaise with the Leadership Team regarding exam entries, circulating information as necessary and collecting and posting controlled assessments
- To submit examination entries and registrations for external examinations to awarding bodies in advance of deadlines
- To effectively communicate with examination boards and relevant bodies as appropriate
- To manage the daily running of all examinations, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place
- To ensure all exams are compliant with the JCQ rules and regulations. Support JCQ inspections of our centre.
- To organise the examinations calendar, giving due notice of examination requirements and changes (including internal examinations)
- To publicise the appropriate examinations timetable, briefing students and staff where appropriate
- To compile seating plans and liaise with site staff regarding the preparation of the exam room
- To liaise with the Cover Supervisor regarding cover and rooming requirements
- To lead the team of exam invigilation staff, including the provision of training as necessary in accordance with JCQ regulations
- To liaise with the SENDCo to organise any access arrangements for candidates as required
- To organise exam materials, providing the safe custody and organisation of examination stationery and materials, including question papers in accordance with regulations
- To assist with the publication and distribution of results in August for GCSE
- To coordinate special consideration requests and post-examination queries
- To process enquiries about results and requests for return of scripts

- To collect and dispatch worked scripts in accordance with JCQ regulations
- To oversee the checking and distribution of examination certificates
- To respond to and report any instance of examination malpractice to Exam Boards via the Assistant Headteacher
- To disseminate information, answer enquiries and deal with any complaints regarding external examinations with staff, students and parents/carers
- To attend appropriate awarding body and other training meetings, etc. and to keep up to date with the latest procedures and regulations for external examinations
- Any other reasonable duties as commensurate with the grading of the post, at the direction of the Assistant Headteacher, as required.
- To be the appointed first aider for the school in conjunction with the Data Manager.

Data

- To organise and facilitate baseline assessments (e.g. CATs, NGRT, PASS) for students as required throughout the year (including for new starters)
- To assist the Assistant Headteacher with various data tasks including (but not limited to):
 - the completion of the termly census;
 - the generation of academic profiles as required;
 - the generation of data for use by faculties and other colleagues;
 - ensuring that all SEND codes are accurate and up to date
 - assisting faculty colleagues with the interpretation of data
 - producing data for governors / SLT as required
- To assist the Assistant Headteacher with other data-related tasks as appropriate.

Considerations

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b. Ibstock School is a member of LiFE Multi Academy Trust with a number of local schools and as such the postholder may be required to attend training at, or work occasionally across other sites in the future.
- c. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- d. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- e. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

Examinations Manager

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
Experience of working in the education sector Experience of working in an administrative environment Experience of planning and organising KS4 examinations. Experience of using Management Information Systems Experience of gathering and analysing data First Aid qualification (training will be provided)	Level 3 qualification or equivalent
KNOWLEDGE AND SKILLS	
Essential	Desirable
A good working knowledge of data processes in a school or similar environment Ability to communicate with colleagues, students and parents/carers in a friendly professional manner on an individual basis as well as to a large audience (in an exam setting) Ability to present information effectively, both in writing and orally with groups and individuals ensuring accuracy and attention to detail Ability to demonstrate their ability to work using their own initiative Proficient in Microsoft Word and Excel products Highly organised demonstrating excellent planning skills Ability to learn new software and take ownership of the delivery of an efficient service	
PERSONAL ATTRIBUTES	
Essential	Desirable
Commitment to provide a quality service Ability to work effectively as a member of a team Ability to meet deadlines and work under pressure Willingness to work flexibly, within the demands of the role.	

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *'we believe in getting the right people, getting them to work together and getting them to stay'*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy and supportive environment in which to work recognising that the health and wellbeing of our employees is important providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to 'Mindful Employer' and the 'Charter for Employers who are Positive about Mental Health'.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages,

	discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.
Presumed Professionalism	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.
Development of Professional Capital and Excellence	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <p>The National Professional Qualification for Senior Leadership (NPQSL)</p> <p>The National Professional Qualification for Headship (NPQH)</p> <p>The National Professional Qualification for Middle Leadership (NPQML)</p> <p>The Outstanding Teacher Programme (OTP)</p> <p>Initial Teacher Training (ITT)</p> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
Great Access to Progression and	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional

Leadership Responsibility	progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration Across all Schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and Flexible Working Policies	We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details. Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Support	Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of Staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our school