

# SHOOTERS HILL SIXTH FORM COLLEGE

## EXAMS MANAGER

### APPLICANT INFORMATION PACK



**SHOOTERS HILL**  
**SIXTH FORM COLLEGE**

*Transforming Lives*

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# WELCOME

## From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

**Geoff Osborne**  
**Principal**



“This is a welcoming and inclusive college where students, especially those who need a bit of extra help to achieve, enjoy studying and feel safe.”

**OFSTED 2019**





# SHOOTERS HILL SIXTH FORM COLLEGE

## A great place to work

### SHC Family

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce after university.

### Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing our own leaders but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

### Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-staff-wellbeing-charter)

### Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more

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# INTRODUCTION

## To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

The students at Shooters Hill Sixth Form College come from a wide variety of backgrounds and nationalities. Whatever their abilities, faith or background, they will find a safe supporting environment for them to prosper here at Shooters Hill Sixth Form College. We know each student is unique and deserves to be treated with respect and understanding from peers and staff.

### Our Core Values

#### How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

#### How we feel

Valuing fairness for all and promoting personal growth.

#### How we lead

Leading by example with compassion, empathy and understanding.

#### How we behave

Conducting ourselves with honesty, integrity and respect.

### The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



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# INTRODUCTION

## To Shooters Hill Sixth Form College

### Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

### School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

#### *Here are a few we are especially proud of:*

Coffee Corner  
Greenwich School Sports Partnership  
Fully Equipped Fitness Suite  
Swimming Pool  
Art Gallery  
City View Restaurant

### Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports

<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet

[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus

[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet

[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



# ADVERT

## Exams Manager

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

**Scale:** PO2, £39,951 - £42,840

**Hours:** Full time, All Year Round

**Contract Term:** Permanent

We are looking to appoint a motivated, customer focused and well organised individual to join our friendly, and high performing MIS & Exams Department for the new academic year 24/25. The successful candidate will develop and maintain excellent working relationships with staff, students, and external agencies. As leader of the Exams team, you will be responsible for administering all aspects of public examination and certification, whilst ensuring full compliance with the college and awarding body regulations.

If you are looking to take the next step of your own journey and use your proven track record of success, to make a positive contribute to the students' college experience, then this college could be the place for you.

The ideal candidate will need to demonstrate:

- Flexible approach to work.
- Excellent communication and IT skills.
- Understanding of, and commitment to confidentiality.
- Excellent planning and organisation skills.
- Ability to work independently and meet conflicting demands within deadlines.
- A proven track record of accuracy and attention to detail.

If you possess these attributes and you are looking for a new opportunity, then we look forward to receiving your application.

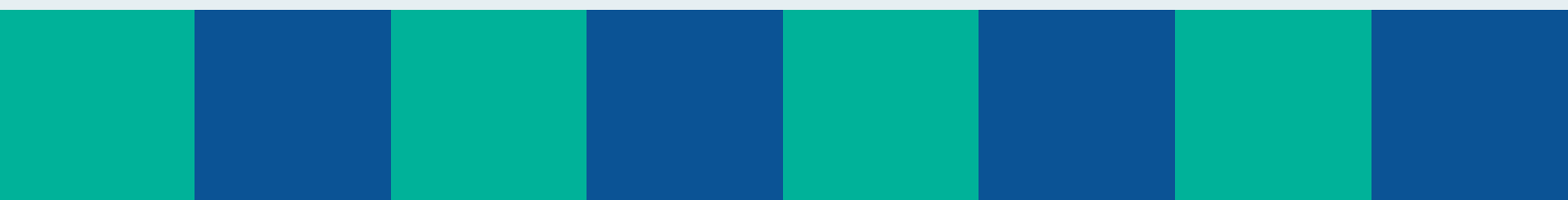
**To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

**Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use



# JOB DESCRIPTION

## Exams Manager

**GRADE : PO2**

**RESPONSIBLE TO : Director of Exams and MIS**

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

### Job Purpose

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To act on 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
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations.
- 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.

### Main Duties and Responsibilities

#### Before examinations

##### Planning

- Develop and maintain systems to manage and coordinate all aspects of the exams administration process.
- Research and understand qualifications 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 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 exam plan).

# MAIN TASKS

## Exams Manager

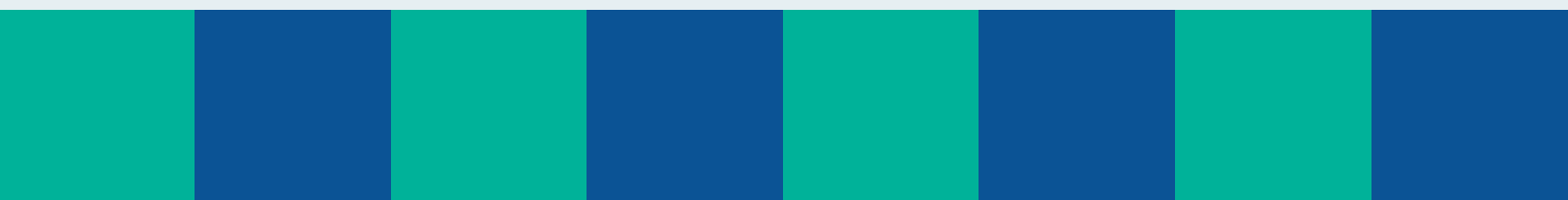
### Before examinations

#### Planning

- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the Head of Centre in co-operating 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
- 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

#### Entries

- Observe the JCQ regulations and awarding bodies' published terms, conditions, processes and deadlines for the registration or entry and withdrawal of candidates for their examinations/assessments at all levels including A-levels, GCSE, BTEC and NVQ
- 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
- 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



# MAIN TASKS

## Exams Manager

### Before examinations

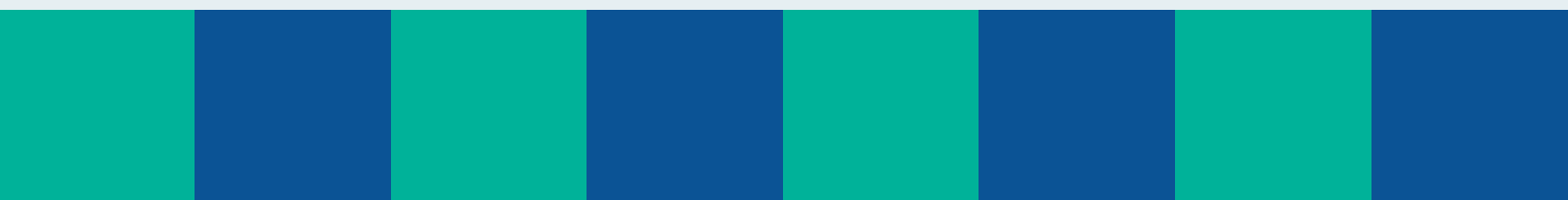
#### Pre-exams

- Manage the arrangements for the timetabling, rooming, seating, and resourcing 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
- 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
- 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



# MAIN TASKS

## Exams Manager

### 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

### Other

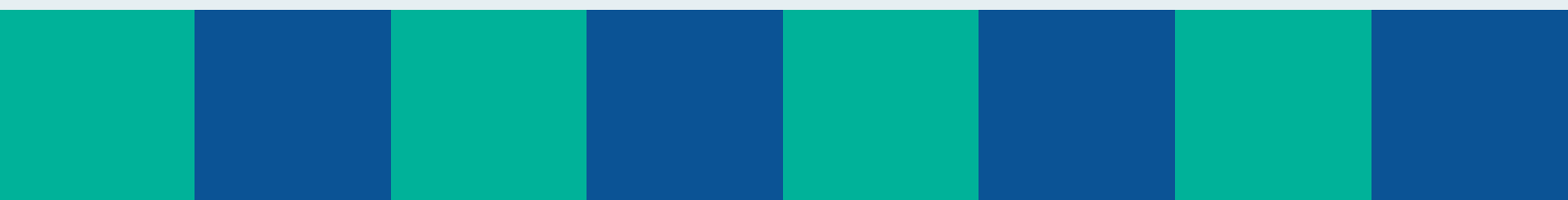
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of Centre/CSG responsible for examinations, for example:
  - the preparation for and conduct of internal examinations under external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

### Training and Development of Staff

- To identify continuous professional development needs in relation to Exam Access
- To contribute to continuous professional development activities at the college relating to Exam Access
- Ensure that new staff are appropriately supported and inducted into Exam Access Arrangements and processes
- To undertake training in accordance with college's policy for the development of staff with regard to Exam Access
- To take any necessary action to ensure compliance with professional standards and the rules and policies of Shooters Hill Sixth Form College
- To participate in staff training and development and to provide training in examination related procedures such as invigilation or exam entry processes.

### Communication

- To provide relevant and accurate reports on exam entry, attendance and results to the CSG, Managers, Teaching Staff, Students, Trustees, the LA, the DFE and the Media.
- To liaise with students, parents and staff over queries and complaints relating to examinations and deal with these in a timely and effective manner.
- To be the centre's main contact for all awarding bodies and JCQ.



# MAIN TASKS

## Exams Manager

### Management

- To supervise and manage the Exams Officer and Exams Assistant
- To provide training to new exams staff.
- To manage and administer the exams budget.

### Additional Information - Working Arrangements

Hours of work: 35 hours per week, all year round. Routine fixed daily start and finish times between 08:00 & 18:00 by agreement. Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days and the like. These hours to be negotiated with individual staff and time of in lieu / additional payments agreed in advance of such occasions.

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Safeguarding

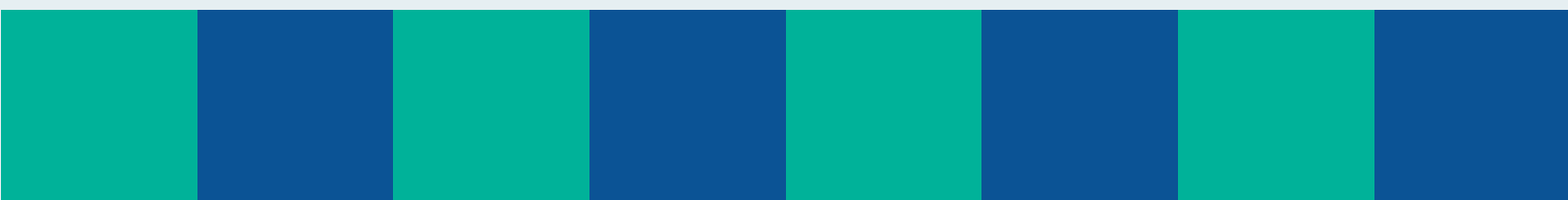
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

## Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

## Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



# PERSON SPECIFICATION

## Exams Manager

Requirement	Essential	Desirable	Selection Method
<b>Qualifications</b>			
Educated to degree level or equivalent, or extensive relevant experience that demonstrates a high order of literacy, numeracy and analytical skills	✓		Certificates
<b>Experience</b>			
Experience of working within an Examination function	✓		App form / Interview
Proven experience and knowledge of JCQ regulations	✓		App form / Interview
Data Entry experience	✓		App form / Interview
<b>Skills, Abilities and Knowledge</b>			
A sound background knowledge of administrative systems and has ability to creates systematic procedures that support delivery	✓		App form / Interview
An advanced working knowledge of the Microsoft Office Suite of Applications from their practical use in daily administrative processes. Especially Excel and Access	✓		App form / Interview
The ability to operate a computerised administrative system / database and produce reports	✓		App form / Interview
Ability to deal with a large volume of administrative systems whilst maintaining excellent attention to detail	✓		App form / Interview
Fast learner / a passion to learn new skills & information.	✓		App form / Interview
Ability to communicate effectively by telephone and in person with students and staff at all levels of the organisation and external callers.	✓		App form / Interview
Ability to work flexibly as a member of a team & to forge excellent professional working relationships		✓	App form / Interview
Ability to respond to tight deadlines and work calmly under pressure & independently prioritise and manage own work	✓		App form / Interview
An organised, consistent & accurate approach to record keeping with excellent time-keeping skills	✓		App form / Interview
An understanding of & commitment to equal opportunities, diversity and Inclusion and practical ideas for implementation through the scope of the post	✓		App form / Interview
A flexible and responsive approach to the changing priorities and demands of office tasks and workload peaks		✓	App form / Interview
Commitment to Continuous Professional Development	✓		App form / Interview

**Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.**

# INTERVIEW PROCESS

## Exams Manager

### Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a pre-interview task and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

Referees will be contacted at the point of offering an interview.

## Onboarding

### Appointment

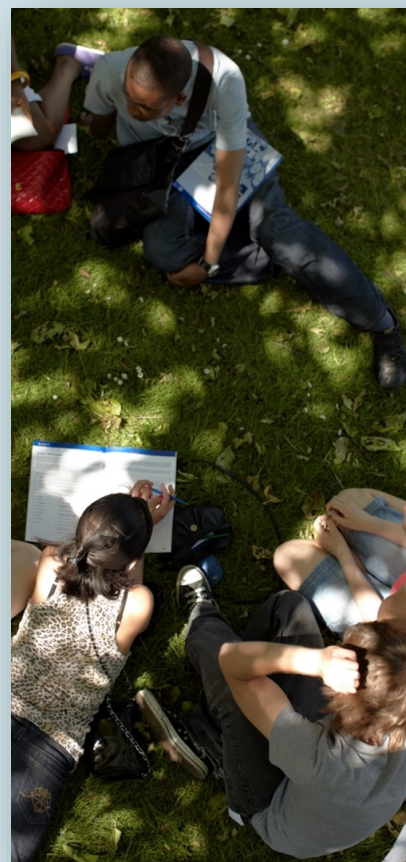
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**  
List items requested here (originals must be provided, not photocopies)
- **References**  
Satisfactory references received prior to interview
- **Qualifications**  
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

## Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



## TIMELINE

### Exams Manager

To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

<b>Closing date for applications:</b>	6th May, at 16:00
<b>Shortlisting:</b>	7th May 2024
<b>Interviews to commence:</b>	Soon after shortlisting
<b>Start date:</b>	New academic year 24/25

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

**Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.**

Telephone:	020 83199725
Email:	<a href="mailto:hrteam@shc.ac.uk">hrteam@shc.ac.uk</a>
Website:	<a href="http://www.shc.ac.uk">www.shc.ac.uk</a>



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