



Exams Officer

Please Run as Slide Show to access links on PowerPoint

Dear Applicant,

Thank you for your interest in joining our team.

We truly believe that Abbey College is an excellent place to work. We have high aspirations for our staff and students and recognise that a happy and well-supported body of staff are essential to reaching our goals as a College.

We are committed to staff development and have a full and extensive programme of CPD activities laid on throughout the year. In 2020, we were proud to receive the Early Career Development Quality Mark, which recognises our effective support and development of teachers in the early stages of their career.

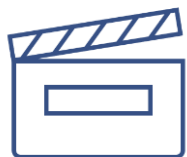
At Abbey College, we aim to provide an excellent education and the best opportunities for the students in our care. As society continues to change, it is important that our school provides a safe and stable environment where all young people feel valued and can learn and achieve to the best of their abilities.

A student's education is not a dress rehearsal; they only get one chance. We believe that high quality teaching, learning and engagement is at the heart of every good school. We run a wide variety of extra-curricular and leadership opportunities for our students allowing them to show their potential in many ways.

I look forward to receiving your application on the enclosed application form, together with your covering letter. If you would like more information about the College, please contact Teresa Holland, HR.

Mr Andy Christoforou

Headteacher, Abbey College



School video



Curriculum journey



Prospectus



About Abbey College

Abbey College, Ramsey, is located in a small market town almost halfway between Huntingdon and Peterborough and within easy reach of Cambridge and London. The College is set within extensive, historic and beautiful grounds close to the Parish Church of St Thomas A Becket.

The College is a large 11-18 school with a catchment which extends over a wide rural area. There are approximately 1090 students on role, including a sixth form of 120. We currently have around 60 teaching staff with an additional support team of around 40 members of staff.

The Abbey College Spirit is the set of virtues that underpins our community. The spirit comprises of three key virtues: humility, intuition and passion, which we expect all members of our school community to work towards. The colleges' reward system is based around the virtues; students are recognised when they demonstrate the virtues both in the wider-school and in the community. Students work towards a bronze, silver and gold award over the course of KS3 and wear their badges with pride when they receive them.

For more information about day-to-day life at the College, visit our Facebook page: www.facebook.com/RamseyAbbeyCollege.

"Leaders and governors have established a culture of high expectations and aspirations for pupils."

Ofsted 2018

About Ramsey

Ramsey is a historic English market-town in the district of Huntingdonshire and the county of Cambridgeshire, which was established around the Ramsey Abbey, a Benedictine monastery. Subsequently the town is brimming with history and has retained a quaint, rural feel.

However, do not be fooled, Ramsey is just 20-25 minutes from bustling cities Peterborough and Huntingdon, and its close-proximity to the A1 motorway also means it is just 40 minutes from Cambridge and 45 minutes from London from Peterborough train station. Therefore its positioning grants it a perfect combination of both rural charm and city comforts.



Job description

Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Hours: 37 hours (term time + 15 Days)

Salary: Grade SO1 – Point 23 to 25 (£27741 to £29577)

Job Purpose:

To be responsible for the efficient and effective professional administration, organisation and management of internal and external examinations within the Abbey College, Ramsey.

Main Duties / Responsibilities:

ORGANISATION

- Organising training for appropriate personnel (staff, invigilators etc.)
- Liaising with Heads of Department for the collection of academic information on students and input of the same onto SIMS
- Establishing effective links and consultation procedures with Examination bodies
- Producing the timetable of internal examinations and the invigilation programme
- To be responsible for all external examination matters including:
 - registering the Abbey College, Ramsey with all the appropriate examination boards
 - collecting and dealing with all correspondence from examination boards and taking appropriate action where necessary
 - disseminating information from examination boards to departments
 - collecting and sending entries, provisional and final and forecast grades, to examination boards at the appropriate times
 - providing examination information to students (timetables, examination start times) taking examinations
 - providing papers are in safe keeping until required
 - preparation and planning of the examinations season including contact with the various boards
 - co-ordination of the release of information to the students
 - assisting the Deputy Headteacher responsible for Teaching and Learning with the provision of statistical information and collating results
 - sending off of completed papers and obtaining proof of postage
- Provide advice and guidance to staff, students, parents/carers and others

Exams Officer

Start: ASAP

Application deadline: 27th September 2021

Shortlisting: 28st September 2021

Interviews: 1st October 2021

Salary: **Grade SO1 – Point 23 to 25 (£27741 to £29577)**

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Prepare Examinations budget for approval by SMT
- Monitor and control devolved Examination budget

MANAGEMENT

- Line manage direct reports (including Exam Invigilators) ensuring the effective and efficient operation of the department and that each individual is effectively deployed
- Hold regular team meetings with direct reports in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
- Be responsible for the performance management and professional development of direct reports
- Be responsible for the recruitment and induction of new staff to the department

Safeguarding:

The Exams Officer will have:

- The ability to safeguard and promote the welfare of children and young people
- Appreciation of the significance of safeguarding and ability to interpret this accurately for all individual children and young people whatever their life circumstances
- A good understanding of the safeguarding agenda and an ability to contribute towards a safe environment

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

A more comprehensive job description and person specification can be found below.

Please complete the attached application form and return with a covering letter of no more than one side of A4 to Teresa Holland
Teresa.holland@abbeycollege.cambs.sch.uk

Wellbeing

Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.
Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
Provide individual pastoral support to pupils, where necessary.
Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

Safeguarding

To have the ability to safeguard and promote the welfare of children and young people.
Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes.
This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Abbey College – Exam Officer

		Met	To be addressed by
Education and Qualifications	<ul style="list-style-type: none"> • Willingness to continue to develop own expertise (evidenced through continuing professional development). • Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people. 		Application
Knowledge of schools	<ul style="list-style-type: none"> • An understanding of what constitutes good teaching and learning in schools. • Experience or desire to be involved in a curriculum or extra-curricular initiatives. • Experience or desire to raise standards of achievement for young people. 		Application/Interview
Personal Qualities and being an Ideal Team Player (Humble, Intuitive and Passionate)	<p>Humble by:</p> <ul style="list-style-type: none"> • accepts praise and praises the team, apologising immediately when necessary; • uses good manners, humour appropriately and allows others to speak and be heard; • shows a willingness to model what the team has agreed. <p>Intuitive by:</p> <ul style="list-style-type: none"> • actively listens and maintains good eye contact; • pays attention and remembers the detail; • chooses the time and method of communication to suit the circumstances to build positive relationships. <p>Passionate by:</p> <ul style="list-style-type: none"> • being solution focused and uses positive language 		Interview

	<ul style="list-style-type: none"> • volunteering to contribute to the team beyond their immediate role • publically displaying and living the school values • having a sense of responsibility for the team and their objectives; • being curious, proactive, ambitious and optimistic 		
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent understanding of requirements of role. • Able to motivate students and staff. • Able to build good relationships with students. • Ability to communicate effectively with different audiences, orally and in writing. • Well organized and able to maintain accurate records and track students' performance. • Awareness of current educational developments • Ability to reflect on practice. 		Application/Interview
Commitment	<ul style="list-style-type: none"> • Committed to inclusive education. • A belief in the value of individuals and that every child genuinely matters. • Relevant person and professional development • Working in an environment where experiences included taking initiative and self motivation • Working as a member of a team 		Application/Interview

Abbey College

Details for applicants

Would you like to visit us?

Informal visits are welcomed. We are not as far away as you think and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school?

What do I do if I want to know more before applying?

You are very welcome to come and visit our wonderful school, please just let us know and we will arrange a tour of the department and wider school. More information is available on our website. However, if you have any further questions, please contact Sarah Noble sarah.noble@abbeycollege.cambs.sch.uk

We look forward to meeting you and receiving your application. www.abbeycollege.cambs.sch.uk

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns via the online reporting system MyConcern, or where there is an immediate risk directly to a member of the Designated Safeguarding team.

Application Form

Please contact Teresa Holland teresa.holland@abbeycollege.cambs.sch.uk or Lee Valentine lee.valentine@abbeycollege.cambs.sch.uk for an application form. Or use the link below to our school website.

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>



Abbey College Main Office
Abbey College, Abbey Road,
Hollow Lane,
Ramsey
Cambridgeshire
PE26 1DG

Telephone: 01487 812352
Email: office@abbeycollege.cambs.sch.uk
www.abbeycollege.cambs.sch.uk