



# **Claverham Community College**

## **Exams Officer**

Information for Applicants

Principal: Mr P Swatton

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 772155  
e-mail: [recruitment@claverham.org](mailto:recruitment@claverham.org)  
Website: [www.claverham.org](http://www.claverham.org)

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Dear Applicant.

**Re: Post of Exams Officer**

Thank you for your enquiry regarding the vacancy for the above-named post. The role is 37 hours per week (47.59 weeks per year) term time only plus 10 days during the holidays, (4 of the 10 days to be worked around the GCSE results), Monday - Thursday 8.30am - 4.30pm and Friday 8.30am - 4.00pm. During exam season(s) you may be required to work 8.00am – 6.00pm, these hours will be deducted from the 6 remaining holiday days and will be paid on grade: SS06-07 pt 14-19 Salary £25,993 - £28,486 p.a. pro rata (actual £23,723 - £25,998 per annum).

We are looking for an Examination Officer who will be responsible for leading and managing the complete examination process across all key stages covering internal & external exams and adhering to national regulations, guidelines, and an annual budget. The successful applicant should have excellent interpersonal and communication skills, be well organised, have a good understanding of relevant management information systems and the examination system. You will be able to lead a team of exam invigilators and liaise with staff, pupils, and the Special Needs Department.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme. Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College.
- The job description.
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org) by the closing date of Friday 25<sup>th</sup> April 2025. Please be advised that we do not accept curriculum vitae. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton  
**Principal**

## **About Claverham Community College**

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very

well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Exams Officer

**School:** Claverham Community College

**Grade:** [Single Status 6 \(SS7 if both addendums are a feature of this post\)](#)

**Responsible to:** Deputy Principal

**Responsible for:** Invigilators

### **Purpose of the Role:**

To lead the effective organisation of all internal and external examinations in accordance with the regulations laid down by the awarding bodies.

To ensure the highest levels of organisational support for each student in both external and internal examinations through the submission of accurate information for all examinations.

To comply with the Examining Awarding Bodies' regulations.

### **Key tasks:**

1. Ensure that all examination entries submitted to awarding bodies are accurate and within deadlines.
2. Responsible for applications for Special Consideration to the Examination Boards.
3. Set up, maintain and disseminate a yearly register of details of current qualifications being studied in the College to include QAN and discount codes.
4. Ensure that the costs of retakes etc. are reimbursed by candidates/departments as appropriate.
5. Advise College Leadership on implications for the College arising out of examination timetables.
6. Ensure candidates and staff receive accurate and timely information pertaining to their examinations including publishing timetables and producing individual statements of entry. Ensuring all details are sent to parents and published accurately on the College website.
7. Manage and run examinations, organise appropriate invigilation, access requirements, support any special considerations, liaising with the Cover Manager regarding rooms required, the Site Management Team regarding the setting up of

examination rooms and Heads of Department and the Senior member of staff responsible for the calendar in the setting up of internal examinations.

8. Take responsibility for downloading and distributing results in accordance with Joint Council for Qualifications regulations and checking of certificates before distribution.
9. Deal with post-results enquiries, applications for remarks, and requests for copies of papers and scripts.
10. Keep up to date with national changes through professional associations, media and training and to seek ways to implement change.
11. Disseminate information, answer enquiries and dealing with complaints regarding internal and external examinations from staff, students, and parents/carers.
12. Ensure the health and safety of candidates and staff in and around examination rooms.
13. Ensure that security arrangements concerning examination papers and results are strictly enforced according to Joint Council for Qualifications requirements.
14. Liaise with awarding body inspectors ensuring they are fully supported on their regular visits.

**Progression to SS7 is dependent on the following additional tasks being required:**

15. Line manage and supervise clerical staff and/or a team of invigilators. This includes training, undertaking one to one's, annual appraisals and providing support with identifying training and development needs.
16. Responsibility for the annual spend for examination invigilators and the examination budget.

## **PERSON SPECIFICATION**

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

- Ability to organise and prioritise own workload.
- Ability to work in an organised and methodical manner
- Ability to maintain efficient record keeping systems
- Ability to produce accurate and up-to-date records and reports as required
- Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to take personal responsibility for organising day to day targets
- Ability to demonstrate basic keyboard skills for accurate computer input and retrieval
- Ability to work effectively as part of a team
- Ability to work in a discreet and sensitive manner
- Ability to work under pressure
- Ability to meet to collate information from a variety of sources to ensure deadline for exam entries are met and penalties for late submission are avoided.
- Knowledge of the work of a school
- Knowledge of the Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis. Proficient keyboard skills
- Experience of undertaking a range of clerical duties
- Experience of, or willingness to learn, a range of computer applications
- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

### **Progression to SS7.**

- Supervision or line management experience
- Experience of managing or overseeing budgets

### **Desirable key skills, abilities, knowledge, experience, values, and behaviours**

- Professional qualification in exam management or equivalent
- Experience of working as an Examinations Assistant or similar role



### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No

## **The Selection Process**

The interview process will involve:

- A tour of the school.
- Meet with staff.
- In tray exercise(s)
- Formal interview.

We look forward to receiving your application.

**Deadline for receiving applications: Friday 25<sup>th</sup> April 2025**