



## **Exams Officer**

**Closing Date: Friday 12<sup>th</sup> August 2022, 9am.**

**Start Date: September 2022.**

## **Recruitment Information Pack**

**Filey Secondary School**

**Muston Road, Filey YO14 0HG**

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

**Michelle Britton**  
**Interim Headteacher**



## **Coast and Vale Learning Trust: Our Schools**

### **Newby and Scalby Primary School**

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possibly be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit -**

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)

### **Friarage Primary School**

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit -** [Friarage Community Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)

### **Scalby School**

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



**To learn more about us please visit -** [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy)

## Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

## Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - [www.scarboroughutc.co.uk](http://www.scarboroughutc.co.uk)

## **Filey Secondary School**

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

## **Application Process**

The closing date for all applications is **Friday 12<sup>th</sup> August 2022, 9am.**

Interviews will be held as soon as possible after the closing date.

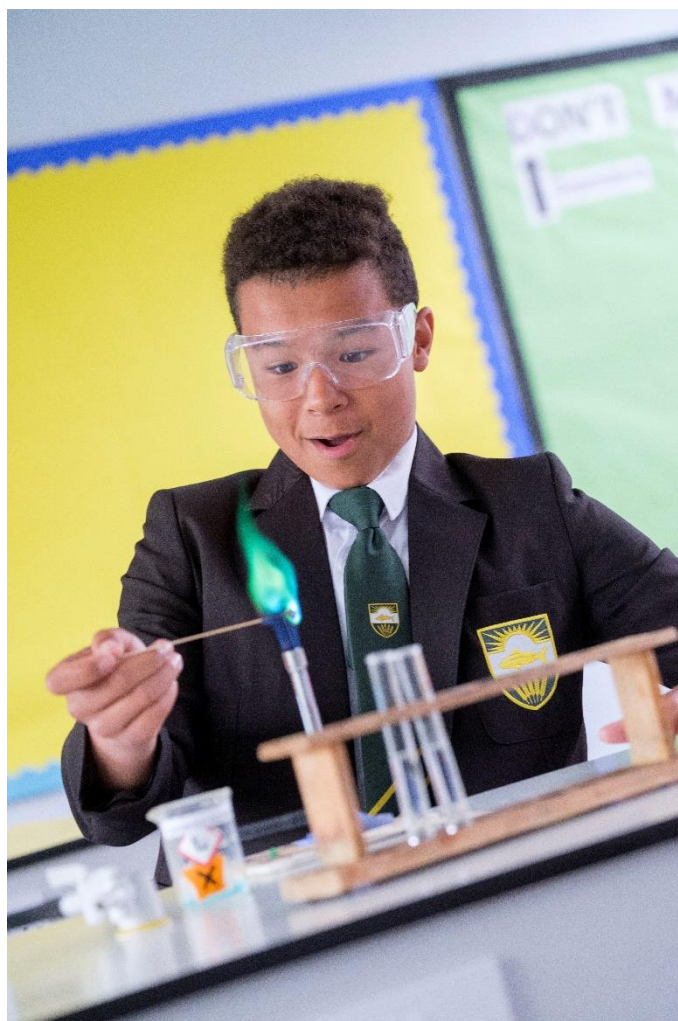
Completed applications must be returned to Helen Poole at  
[Helen.Poole@northyorks.gov.uk](mailto:Helen.Poole@northyorks.gov.uk)

**If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

## **Queries**

Please contact Helen Poole at [Helen.Poole@northyorks.gov.uk](mailto:Helen.Poole@northyorks.gov.uk) or on **07890 055 186**



## Job Description

<b>POST: Exams Officer</b>	
GRADE: Grade G (SCP 13 – 18) £23,023 - £25,419 per annum, pro rata (£20,620 - £22,766 per annum actual).	
RESPONSIBLE TO: Data and Assessments Manager and School Lead for Examinations	
STAFF MANAGED: Exam invigilators	
<b>JOB PURPOSE:</b>	<p>The core focus of this job is to be responsible for the efficient and effective running of all internal and external examinations within for the school, including liaising with staff, pupils, invigilators and examination boards.</p> <p>This job will also include managing and organising cover for absent staff, both teaching and non-teaching whilst ensuring safeguarding requirements and other relevant regulations are in place.</p>
<b>JOB CONTEXT:</b>	<p>Required to ensure that the school complies with the examination board rules, ensuring exams are invigilated in a way that meets the exam board regulations and provide advice and guidance on the examination boards rules and regulations to staff and pupils.</p> <p>Required to ensure that cover is always provided for both teaching and non-teaching staff.</p> <p>This School and Coast and Vale Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Management of Exams	<ul style="list-style-type: none"> <li>• Oversee all arrangements for all public examination entries</li> <li>• Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken</li> <li>• Complete examination entries. Store examination papers securely, send completed examination papers to</li> </ul>



Cover administration	<p>examination boards following deadlines and distribute examination certificates to students</p> <ul style="list-style-type: none"> <li>• Prepare for examinations by setting up the room(s), attendance registers, storing papers securely, providing and checking seating plans and stationery</li> <li>• Manage exam invigilators</li> <li>• Organise appropriate arrangements for the support of candidates with special examination requirements</li> <li>• Deal with issues relating to appeals, remarking and other administrative issues</li> <li>• This is not a complete list of duties and other administrative duties may be required by SLT</li> </ul> <ul style="list-style-type: none"> <li>• Manage the staff cover system to ensure continuity in teaching and learning.</li> <li>• Keep records on covers completed by individual staff to ensure that regulations are adhered to.</li> <li>• Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.</li> <li>• Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.</li> <li>• Provide staff with cover details at the start of the day and when emergencies occur.</li> <li>• Act as the main point of contact for any problems that may occur in relation to cover.</li> <li>• Organise and provide work sent in by absent teachers.</li> <li>• Along with the SENCo organise cover for absent Teaching Assistants.</li> <li>• Provide a daily cover sheet, updated as required, on SharePoint/MIS.</li> <li>• Organise any room changes.</li> <li>• Advise the line manager and/or senior leadership team on any urgent matters relating to cover arrangements.</li> <li>• To record absences on the school's management system and produce reports for payroll and senior leadership team.</li> <li>• To organise and provide work and materials (including registers and resources) for both cover and the students in behavioural consequences.</li> <li>• Identify the training needs of cover supervisors and organise appropriate development opportunities in liaison with their line manager.</li> <li>• Maintain attendance and training records for cover supervisors.</li> <li>• To provide cover to the administration team</li> <li>• To organise work and cover for any off-site students.</li> </ul>
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Communications	<ul style="list-style-type: none"> <li>• Liaise with examination boards to ensure that accurate administration takes place for of all examinations</li> <li>• Liaise with heads of department and examination boards over the compliance and administration of coursework and assignments for vocational subjects</li> <li>• Provide advice and disseminate examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results</li> <li>• Liaise with staff/heads of departments regarding pupil examination entries</li> <li>• Establish and maintain good relationships with all staff, students, visitors, suppliers, and agencies.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Manages the examination budget</li> <li>• Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them</li> <li>• Responsible for the safe storage of the examinations papers, examination certificates and examination results</li> <li>• Fully utilise computer systems and internet processes for examination administration</li> <li>• Ensure that all administrative duties, checks, and documentation are completed for supply cover to the required level of accuracy including returns and reports.</li> <li>• Process, input and extract information and statistics from school's database system/s as required and prepare reports for her/his line manager, the headteacher and the governing body.</li> <li>• Ensure that financial procedures and activities are carried out in accordance with school policies and procedures.</li> <li>• Calculating the costings of cover</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Creates effective information systems for the recording of exams and results</li> <li>• Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies and the Joint Council for Qualifications (JCQ)</li> <li>• Attending meetings and training as required</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Lead role in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators</li> <li>• Organise signs, seating and rooming for all examinations in accordance with statutory guidelines</li> </ul>

Data Protection	<ul style="list-style-type: none"> <li>To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>The trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values</li> </ul>
Date of Issue:	July 2022

### Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations</li> <li>• Knowledge of invigilation procedures</li> <li>• Substantial knowledge of office and admin systems</li> <li>• Knowledge of the wider Microsoft functionality (Microsoft 365/SharePoint/One Drive)</li> </ul>	<ul style="list-style-type: none"> <li>• JCQ/Exams Office training</li> <li>• Experience of making contact and dealing with external agencies</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in an administration role</li> <li>• Experience of supervising others</li> <li>• Experience of exam invigilation</li> </ul>	<ul style="list-style-type: none"> <li>• Use of School MIS packages</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g., safeguarding</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Supervisory skills</li> <li>• Ability to use initiative and make decisions</li> <li>• Organisational skills</li> <li>• Confidentiality</li> <li>• ICT and Microsoft skills</li> <li>• Ability to work accurately and to deadlines</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good standard of education to evidence good numeracy and literacy</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policy and ethos</li> <li>• To be committed to Continual Professional Development</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Able to exercise discretion &amp; judgement</li> <li>• Flexibility</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	



NB – Assessment criteria for recruitment will be notified separately.

*Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.*



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