A logo of a school

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**Examinations Officer**

Application Pack

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**Principal – Mr S Royle BA (Hons) PGCE NPQH**

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

TR18 3JT

[www.mountsbay.org](http://www.mountsbay.org)

Salary scale: G1-G6

Contract Type: Term Time Only – 37.5hrs per week + 10 days across the year

Contract Term: Permanent

**Examinations Officer**

We are looking for an Examinations Officer to join our thriving Academy in supporting the management and organisation of examinations and the cover needs for the academy.

Ideally the post would suit an experienced individual, but we would also welcome applications from someone willing to learn and develop in the role. Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills. Applications must be able to work in a team environment. This is a term time only position so the successful post holder will benefit from the majority of the school holidays, although this is a requirement to work an additional 2 weeks during the academic year, including during the exam period and time in August for results day.

The role of the Examinations Officer is vital for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. The successful candidate will also work proactively alongside a highly motivated team of professionals, to ensure that the examination processes are completed.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will also contribute to the strategic goals for the department and be able to support a vision within which students are well prepared for the modern world.

Application forms and information pack are available via our school website or on request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy 01736 352399 or email: [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

**Closing date for applications**: 10/05/2024

**Interviews**:15/05/2024

**Start date: Training Days + Sept 2024 start.**

Please send your completed application form to Malvina Jenkin mjenkin@mountsbayacademy.org, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

**Welcome**

Dear Applicant,

Thank you for expressing an interest in the post of **Examination Officer**. I hope you find this information pack helpful and that, in due course, we shall receive an application from you.

Mounts Bay’s reputation for excellence has grown from over half a century of generating new ideas, encouraging divergent thinking and nurturing a learning community of highly motivated staff and students.

We are passionate about developing talent and have created an environment where everyone is empowered to reach their true potential. We pride ourselves in fostering a natural ability, ambition, and confidence in students to become forward thinking, highly employable entrepreneurs who drive creativity and inspire new levels of academic and professional success.

Secondary education is a key stage in the life and development of each young person and so we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Mounts Bay Academy

The Academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the school’s ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

Mounts Bay Academy is an exciting place in which to work. We always seek to appoint new colleagues who enjoy challenge and believe that they can contribute in helping us improve what we offer our students.

I look forward to hearing from you.

Yours sincerely

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Simeon Royle

PRINCIPAL

**Job Description**

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| **Post Title:** | Examinations Officer |
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| **Purpose** | The Examinations Officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods. |
| **Main Duties and Responsibilities:** | **Examinations Officer**  Planning and organization  Understand the regulations and requirements of all examinations held by the school, both internal and external.  Comply with all JCQ and awarding body regulations and keep up to date with any changes to these.  Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials.  Contribute to development and review of examination-related school policies.  Work with the SENDCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils.  Manage registration of candidates for all examinations  Work with the finance team to ensure all examination fees are paid, as necessary.  Organise and attend GCSE Awards Evening and celebration events.  Exam management  Recruit, train and manage invigilators as required.  Make sure appropriate conduct takes place during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.  Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing.  Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.  Carry out necessary administrative tasks related to the organisation of examination sessions.  Support the SENCO to implement access arrangements and reasonable adjustments as required.  Manage arrangements for the safe and secure storage and dispatch of completed examination papers.  Manage any unexpected issues or emergencies that arise during an examination session.  Submit reports to examining bodies, as required.  Results and data management  Make arrangements for sharing results with students (e.g. results day)  Make sure results are received by the school in a secure and confidential way.  Be familiar with data analysis reports and tools and be able to share results data with stakeholders as appropriate, and at Awards Evening and afterwards.  Arrange receipt and distribution of examination certificates to candidates.  Manage retention of results, including certificates, for the school’s records.  Training and development  Undertake training as appropriate for the role.  Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate, including ensuring all invigilators undertake safeguarding and health and safety training. |

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| **Other Specific Duties** |
| * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Academy’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.   **As a restorative organisation we:**   * Apply the principles of mutual respect and responsibility in all our internal and external relationships. * Actively work to prevent, address and repair harm. * Engage in continuous learning to further develop our communication and problem-solving skills. |

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| **Reporting to:** | Vice Principal: Academic Development |
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| **Responsible for:** | The Examinations Officer is responsible for the organisation and smooth running of both internal and external examinations. |
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| **Liaising with:** | Senior Leaders, staff, invigilators, students, external examination providers |
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| **Working time:** | 37.5 Hours/week, 39 weeks/year +10 days across the year. The spread of the additional 10 days can be flexible but should cover the exam periods and results time in the summer. |
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| **Salary/Grade:** | G1-G6 (pro-rata) |
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| **Disclosure level:** | Enhanced DBS |
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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. This job description may be amended in consultation with the postholder.

**Person Specification**

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| **Requirements** |  | **Demonstrated By** |
| **Essential** | * Good educational background with GCSE or equivalent in English Language and Maths * High standards of achievement and professionalism * Ability to communicate effectively, orally and in writing * Good organisational and planning skills including prioritising tasks * Ability to initiate within own role * Thinking creatively to anticipate and solve problems * High expectations of others * Successful experience of working within teams. * Staying calm and cheerful when working under pressure. * Confident in offering support and guidance to staff and students. * Sharing and contributing to the aims and ethos of The Academy including a positive attitude to working with people with disabilities. * Commitment to the personal development of all students, staff and self. * Being prepared to take advice, recognising own need for development and being keen to learn new skills. * Support the ethos of Mounts Bay Academy * A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection. * Polite and effective interpersonal skills * Competent with common IT systems, e.g. Excel, Microsoft Office, MIS * Effectively analyse data * Ability to follow policies and procedures set by the school and external agencies | Application Form / Interview |
| **Desirable** | * Previous/current experience of the role of Examinations Officer * Successful experience in an educational setting * Experience of managing other members of staff, such as invigilators * Educated to A Level or Degree level |  |