

# Recruitment Brochure & Job Description



# Vacancy Details

One In A Million Free School – Bradford  
Enjoying today, preparing for tomorrow!

## **Exams Officer**

National Joint Council Pay Scale Points 13 – 17 (£29,457 – £31,441) full time all year round salary, would be prorated for term time only)

**Contract:** Fixed term for 1 year in the first instance, 37.5 hours per week, term time only plus days, including exam results days

Hours are negotiable around the core office hours of 07:30 – 16:00

**Start date:** As soon as possible!

We are looking to appoint an Exams Officer, who is proactive, forward thinking, school-minded, competent and consistent throughout their work. The role will contribute to the overall success of the school and exams/office. This role will be responsible for the overall management, administration, organisation and smooth running of internal and external public examinations and the use of assessment data. The post holder provides a support service to all students and staff with exam related issues.

Outside of exam work, you will support staff in the office through administration support as detailed in the job description.

## **Who are we?**

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

## **What we offer:**

- We are a small ESFA funded secondary, mainstream comprehensive school, with approximately 375 students across five year groups. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to support students to achieve or exceed their potential.
- We place students at the centre of everything we do as a school.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured.

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## **Safeguarding**

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

If you are shortlisted for an interview, an online search will be carried out as part of our recruitment process.

# Vacancy Details

|                        |  |
|------------------------|--|
| JOB TITLE:             | Exams Officer                          |
| JOB LOCATION:          | One In A Million Free School, Bradford |
| REPORTS TO:            | Vice Principal                         |
| PEOPLE RESPONSIBILITY: | None                                   |
| BUDGET RESPONSIBILITY: | As delegated by the Principal          |

## ONE IN A MILLION FREE SCHOOL VISION & VALUES

**Our overall aim** is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

**Our mission** is to enhance the life chances of all students at the One In A Million Free School through a broad and balanced curriculum, and the wider connected curriculum of Sport, the Arts and Enterprise.

**Our vision** is that each student will achieve or exceed their potential.

**Our values:** We are driven by our four core values, Compassion, Honesty, Integrity and Excellence

## JOB PURPOSE

This role will be responsible for the overall management, administration, organisation and smooth running of internal and external public examinations and the use of assessment data. The post holder provides a support service to all students and staff with exam related issues and undertakes data tasks as requested.

Outside of exam requirements, the post holder will support the office team through administration support as directed.

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## KEY RESPONSIBILITIES AND DUTIES:

### Examinations

- Plan and run all internal and external examinations, including GL Assessments (including CAT4 and NGRT Reading tests).
- Downloading and importing results files into the Bromcom Examinations using the A2C client.
- Preparation and distribution of results notifications for students on results day as well as resolving any queries with awarding bodies.
- Collating and analysing the results for publication to stakeholders and press.
- Collating and preparing exam certificates for distribution to students.
- Liaising with heads of department to collect estimated grade entries for submission to awarding bodies.
- Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into the Bromcom examinations and preparation of the relevant exam seasons for each academic year.
- Working with the teaching team to submit a non examination assessment for vocational qualifications.
- Liaising with the teaching team to collect information on courses being delivered and entries to be made with clear records to be kept to ensure the accuracy of entries and accountability of all parties involved.
- Processing entries, amendments and estimated grades using Bromcom examinations ensuring all deadlines are adhered to.
- Liaise with site management to prepare the examination spaces.
- Preparation of all relevant information of the exam series such as entry lists, timetables, notices and instructions for student conduct.
- Preparation of seating plans, desk stickers and any other materials to ensure that the examinations proceed in accordance with statutory guidelines as well as managing the entry and exit of students into the examination room to ensure a calm and orderly examination.
- Work with the pastoral team to manage any student issues on exam days, such as sickness/lateness or any other concerns.
- Ensure students are in the correct examination room and subject.
- Liaising with the SENCO regarding candidates with SEND; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation.
- Managing the receipt and secure storage of examination materials and ensuring we have sufficient materials and examination stationary for each season.
- Checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent to the relevant board. Also packaging and posting any materials relating to non examined assessments.

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- Using Bromcom examinations for administration of all vocational qualifications, including entry and unit claims for all subjects.
- Responsible for ensuring that all qualifications are claimed with awarding bodies.
- To resolve examination clashes in accordance with regulations.
- Work with HR to recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the exam boards and awarding bodies. Examination invigilators will need to be briefed on a regular basis.
- To produce an overall examination timetable for each season (including Mock Exams) and to distribute individual candidate timetables to students and manage staffing for examination rooms.
- To develop and maintain the school's examinations policies, ensuring they are up to date and meet the JCQ requirements.
- To meet with the JCQ inspector and ensure all the requirements are met to enable the school to pass the inspection.
- Assist with data entry and assessment cycle tasks that fall outside of the external exam season including collating and analysing Data Collection results for teachers.
- Assist the SLT with examination presentation and events e.g August Results Day.
- To attend any meetings, training or development opportunities as required by the post.
- Assist in general data housekeeping, maintaining pupil and staff information, and running of basic reports.

## **Administrative support:**

- Provide general administrative support, including word processing and photocopying various letters to parents and professionals and other school documents.
- Support staff with their photocopying and reprographics requests to ensure these are completed in a timely manner.
- Undertake training in the school's MIS system to assist in general data housekeeping, maintaining pupil and staff information, and running of basic reports.
- Support the Receptionist with answering the telephone and meeting and greeting families and other visitors as necessary at busy times, dealing with all telephone calls promptly and in a professional manner, providing support and advice where required and passing on messages as soon as practicable.
- Support with attendance registers.
- Maintain and update lists as required to ensure accurate information is kept in school.
- Maintain office filing.
- Give information and assistance on school matters, as appropriate, to parents, students and staff.
- Maintain confidentiality at all times, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by the Data Protection Act 2018.

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- Support the general admin of the back office functions including the Principal's PA, HR or other support services where required.
- Undertake any other duties pertinent to the scope of the post as required by the Principal, Vice Principal, Senior Leadership Team

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

## **GENERAL RESPONSIBILITIES:**

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for the health and safety of yourself and that of others.
- Commit to ensuring your own personal development and Continuous Professional Development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Proactively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

## **SAFEGUARDING:**

- Take responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Promote the safety and wellbeing of students and help safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy. Adherence to the School's Child Protection Policy Statement is always required.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to the Designated Safeguarding Lead or Deputy.

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder. The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding, Health and Safety and Confidentiality of Information.

# Person Specification

## ATTITUDES

| Aspect   | Assessed by             | Essential / Desirable |
|--|-------------------------|-----------------------|
| A good understanding of and commitment to the mission and vision of One In A Million   | Interview & Application | E                     |
| Able to demonstrate how the values of One In A Million have been expressed in your life and work   | Interview & Application | E                     |
| A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission | Application & Interview | E                     |
| A team player able to work with others   | Application & Interview | E                     |
| Ability to follow instructions   | Application & Interview | E                     |
| Has initiative and can work with autonomy and set boundaries   | Application & Interview | E                     |
| Ability to work under pressure   | Application & Interview | E                     |
| Reliability, confidentiality and integrity.  | Application & Interview | E                     |
| Committed to Continuing Professional Development both personally and for colleagues  | Application & Interview | E                     |
| Committed to collaborative learning and partnerships   | Application & Interview | E                     |

## KNOWLEDGE & QUALIFICATIONS

| Aspect   | Assessed by             | Essential / Desirable |
|--|-------------------------|-----------------------|
| 5 GCSEs including Maths and English – Grade C or above or the equivalent     | Application             | E                     |
| Training and/or qualifications in Exams Officer responsibilities             | Application             | D                     |
| Experience of working with ICT, including MS Office and other school systems | Application & Interview | D                     |

## SKILLS & EXPERIENCE



| <b>Aspect</b>   | <b>Assessed by</b>      | <b>Essential / Desirable</b> |
|---|-------------------------|------------------------------|
| Experience of working in a school or similar environment                                      | Application & Interview | E                            |
| Experience of administrative systems and processes  | Application & Interview | E                            |
| Experience of working in an exams environment   | Application & Interview | E                            |
| Willingness to learn new systems and skills   | Application & Interview | E                            |
| Ability to identify priorities quickly and accurately to ensure that deadlines are met.       | Application & Interview | E                            |
| Highly effective organisational and planning skills.<br>Thoroughness and attention to detail. | Application & Interview | E                            |

## **SKILLS & EXPERIENCE (CONTINUED)**

|  |                         |   |
|--|-------------------------|---|
| Experience of making effective use of ICT including Bromcom or similar schools MIS system.   | Application & Interview | E |
| Ability to make sound decisions, identify and solve problems and seize opportunities   | Application & Interview | E |
| Well-developed interpersonal and communication skills (including written, oral and presentation skills)                                | Application & Interview | E |
| Ability to manage change, showing flexibility, adaptability and resilience   | Application & Interview | D |
| Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education | Application & Interview | E |
| Able to build strong relationships with key people in relevant organisations   | Application & Interview | E |