



Application Pack

Exams Officer

UNITY SCHOOLS TRUST

Excellence through collaboration



Welcome from the CEO



Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration— encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del R o
Chief Executive Officer

About Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

Our Objective

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

Why work for UST?



Employee Benefits

- ▶ Learning and Development opportunities
- ▶ Free use of school gym at specified times
- ▶ Reduced gym membership at Eastwood Sports Centre
- ▶ Access to Employee Assistance Programme (EAP)
- ▶ Free on-site staff parking
- ▶ Free tea and coffee available in the staff room
- ▶ Scheduled Wellbeing weeks
- ▶ Allowance for running after-school enrichment activities
- ▶ Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)



The Magna Carta School

Learning Shapes Lives



The Magna Carta School is an 11-16 academy based in Staines-Upon-Thames, with approximately 1100 students on role. The school is a founder member of Unity Schools Trust and the 1215 Learning Partnership, determined to enhance lives for young people across this area of Surrey.

The school has a long and proud tradition of educating students from our local community. To facilitate high aspirations, progress and achievement, we have high expectations of behaviour, rooted in respect for one another. We are particularly proud of our students; they are aspirational and enthusiastic about their learning and as a result make good progress and achieve impressive GCSE results. They consistently and successfully progress on to further education and apprenticeships.

Our Academy Council provides a strong voice for students to present their ideas and concerns and to develop the skills necessary to become advocates for positive change. We believe listening to, and reflecting upon, the experience of our whole school community is an important part of our continuous development journey.

We strive to provide a welcoming, challenging, secure and inclusive learning environment where all students and staff feel that they belong. We are committed to realising our vision that *Learning Shapes Lives* by creating a culture in which everyone aspires to achieve in a reflective educational environment and a school community where together we learn to know, to do, to be and to live together.

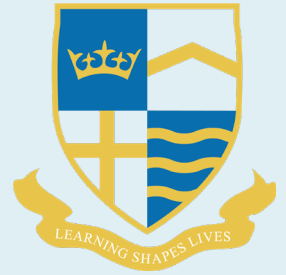
If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.



“Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge.”

The Magna Carta School, Ofsted June 2022

Job Advert



Exams Officer

Job Type: 36 hours per week, Term time plus 5 Inset days and one additional week to allow for working around results day (40 weeks)

Start date: September 2024

Salary: UST 7 Actual £26,504 - £30,750 (FTE £30,038 - £34,851)

Closing date: 10th of May at 12 noon

Interviews will take place: TBC

At the Magna Carta School, we are guided by our vision that *Learning Shapes Lives* and are relentless in our work to ensure that our students achieve the highest possible outcomes.

Join our collaborative school community as an Exams Officer!

In this role, you will be responsible for the smooth running and administration of all public examinations, liaising with teachers, students, parents, and examination boards in respect of examination requirements, entries, results and communication, ensuring that the school adheres to all relevant exam body regulations.

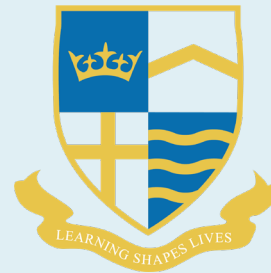
We're looking for someone with:

- 🌈 Knowledge and understanding of the examinations process in schools
- 🌈 Excellent administrative and organisational skills
- 🌈 Exceptional communication skills, both written and verbal with a strong attention to detail and accuracy
- 🌈 A flexible and adaptable approach to work, thriving in a fast-paced environment
- 🌈 The ability to prioritise tasks, manage deadlines, and work independently

At the heart of our ethos lies a profound commitment to fostering professional growth, nurturing collaboration, and facilitating career advancement. We strive to empower our team members to excel in their current roles while also paving the way for their future career progression. For a comprehensive overview of the benefits we offer to our employees, we invite you to visit our Benefits page.

To arrange a visit or request a conversation about this post, please email recruitment@unityschoolstrust.co.uk or telephone 0193 290 1351.

Job Description



Job Title: Exams Officer
Accountable To: CEO & Board of Trustees
Responsible To: Deputy Head of School

Make a real difference. Your work in this role will directly impact the Trust's achievements and progress, driving us towards excellence. Shape our culture. Help us build a centre of excellence characterised by mutual respect, tolerance, care, and support. Foster a sense of pride in everything we do.

Responsibilities:

- 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 the development and review of examination-related school policies.
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils.
- Manage registration of candidates for all examinations.
- Work with the Trust Finance Team to ensure all examination fees are paid, as necessary.
- Connect and collaborate. Partner with the central Trust team to achieve our shared vision, ensuring consistency and excellence across the organisation.

Exam Management

- Recruit, train and manage invigilators as required.
- Make sure appropriate conduct 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.
- Ensure that 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).
- Ensure that 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.
- Arrange receipt and distribution of examination certificates to candidates.
- Manage retention of results, including certificates, for the school's records.

Additional Responsibilities

- Execute any other tasks that may be reasonably requested by the Head of School/CEO.
- Stay informed about and comply with all Trust and school policies and procedures.
- Uphold confidentiality at all times.
- Advocate for and protect the welfare of children and young people within the school.

Health and Safety

- Understand and uphold personal responsibilities for Health, Safety, and Welfare, considering the impact of your actions or lack thereof on others.
- Collaborate with the employer on all matters pertaining to Health, Safety, and Welfare.

Continuing Professional Development

- Engage in an introductory programme that incorporates safeguarding training.
- In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
- Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
- Sustain a professional portfolio of evidence to back the Performance Management process, focusing on evaluating and enhancing your own practice.

This job description is a guide, not a limit. We encourage your initiative and innovative ideas to shape your role and help us achieve our mission meaning the post holder may be required to do other duties appropriate to the level of the role.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Education and Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths 	
Experience and Knowledge		<ul style="list-style-type: none"> Use of management information systems Successful experience in a directly relevant role Experience of working in a school or similar environment
Skills and Aptitude	<ul style="list-style-type: none"> IT literate Effective oral and written communication skills Excellent organisational and planning skills Flexible approach and ability to work under pressure Able to work effectively independently Attention to detail and the ability to multi-task 	<ul style="list-style-type: none"> Experience of maintaining records, using IT systems and paper-based methods
Personal Qualities	<ul style="list-style-type: none"> Ability to use initiative effectively Ability to manage time effectively and prioritise work Ability to work as part of a team Commitment to own personal and professional development Ability to work with discretion and confidentiality A commitment to safeguarding, diversity and equality 	

Application Process



To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>.

For further information or to arrange a school visit please contact:

The Magna Carta School, Thorpe Road, Staines, TW18 3HJ

Email: recruitment@unityschoolstrust.co.uk

Website: www.magnacarta.surrey.sch.uk

Telephone: 01784 454 320

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

Disclosure & Barring Service Check (DBS)

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

Recruitment monitoring

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.





Chief Executive Officer: Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH
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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130
The registered office is at Unity Schools Trust, Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ