

The Role

Title:	Exams Officer
Contract:	Permanent
Hours:	37 hours per week, 40 weeks per year (term time plus one week in the summer to manage our GCSE results week)
Grade:	8
Annual Salary:	£27,289 - £30,274 (FTE £30,984 - £34,373) (depending on experience)
Start Date:	December 2022
Closing Date:	Mid-day Wednesday 30th November 2022
Interview Date:	To be agreed

If you are seeking an authentic experience in a progressive and award-winning school, then **consider this your personal invitation to USH**. We are a heavily oversubscribed community school which proudly and successfully delivers values-led education. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success whilst embracing our family ethos. Ofsted (Oct 2019) said 'Both staff and pupils are proud of the inclusive nature of the school.'

We are seeking to appoint an Exams Officer to provide assistance and support in strategic leadership and the management of whole school Bromcom development in liaison with the School's Senior Leadership Team. As an Examinations Officer, the role also includes the responsibility for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.

We are looking for an enthusiastic, hardworking and flexible individual who can provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems including examinations.

We are looking for someone who:

- Has experience in carrying out a variety of administration duties including skills in data input and management
- Has the ability to analyse and interpret information
- Has a good working knowledge of the Bromcom system
- Has excellent attention to detail
- Is able to communicate effectively with students, staff and parents as well as examination boards

We can offer you:

- Excellent CPD opportunities and Training and Development Programmes.
- In-house Teaching School.
- An individual induction programme supported by a mentor.
- Networking groups for Teachers, Business Managers, Site Teams and IT staff.
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme.
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service.

- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met).
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy.
- Access to the Trust Health and Wellbeing pages.
- Access to a staff benefits portal through Sodexo and Portsmouth payroll.
- Free confidential telephone and face to face counselling for staff and family members.

The successful applicant will be welcomed and supported in our friendly environment where we have a passion for learning.

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: recruitment@ushschool.org

Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies. Please return your completed applications to recruitment@ushschool.org.

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Title:	Exams Officer
Hours:	37 hours per week, 40 weeks per year
Grade:	8
Responsible to:	Deputy Head Teacher/ Assistant Head Teacher (Teaching & Learning)

Job purpose:

- To provide assistance and support in strategic leadership and management of whole school Bromcom development in liaison with the School's Senior Leadership Team. You will also provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems including examinations.
- The Examinations Officer is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.

Key Duties:

Exams Officer

- Liaising with all staff, e.g. SLT, Heads of Department regarding entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- In conjunction with the SEN Department: Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Organising the examination rooms, in accordance with regulations.
- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.
- Supporting the teaching team with briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching sample coursework scripts in accordance with the regulations. Dealing with coursework marks and estimated grades within deadlines.
- Registering and entering marks for BTEC examinations and other vocational courses e.g. OCR on relevant websites.
- In conjunction with the Exams Assistant, arranging invigilation, including briefing and training invigilators in school procedures.
- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
- In conjunction with the Data Manager, producing analyses of examination results as soon as practicable.
- In conjunction with the Data Manager, providing statistics on examination entries and results for the Headteacher, senior leadership team, governors, LA, DfE, etc.
- Checking DfE and other examination statistics before publication.

- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.
- In conjunction with the EAL Coordinator/Language Department, arranging external examinations for non-curriculum subjects.
- Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
- In conjunction with the Exams Assistant, be responsible for the management and supervision of invigilators.
- Maintaining the examinations wall board to keep staff and students aware of exam dates and venues.
- Applying for exam special considerations for absences/disadvantages for student exams.
- Quality Nominee for BTEC, or equivalent for other non-GCSE examination boards.

MIS Duties (Bromcom)

- To provide support to the Heads of Year on the behaviour management procedures and records, accomplishments, certificates and associated reports.
- Prepare and produce standard and adhoc Bromcom reports where necessary.
- In conjunction with Hamwic, manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system.
- Co-ordination and completion of the school census and other statistical government returns.
- Develop and review the use of Bromcom Assessment Manager and Behaviour Modules and support staff in their day to day use of the system.
- Provide staff training and literature specific to the school's use of Bromcom.
- Explore and develop other software applications to facilitate school operations including MCAS (MyChildAtSchool), Options and Timetabling.
- Support and improve the use of Bromcom by staff generally.
- Liaise with designated SLT member responsible for examinations, curriculum and assessment.
- To be responsible for adding new students to Bromcom, including the creation of new personalised timetables.
- In conjunction with the IT Manager, maintain and update the information available to parents via MCAS (MyChildAtSchool).
- To process students option choices within the options module. Source software (if required) and ensure option book reflects correct course, board and exam information.

Timetabling

- Support the school's timetabler in the development and production of the school timetable.
- Prepare a new academic year calendar in Bromcom.
- Promote students into the new year structure incrementing their curriculum years.
- Ensure and manage the smooth transition from one academic year to the next in Bromcom.
- Set up and maintain registration groups, allocate student memberships and tutors.
- Update and apply periodic and casual changes to courses, teachers and rooms.
- Ensure the smooth transfer of data between Nova-T – Assessment Manager – Academic Management – Lesson Monitor.
- Responsible for managing entry into the Academic Management in Bromcom.

Supporting the school:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.
- Carry out lunchtime and break time duties as directed.

Other Duties:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that Trust policies and procedures are implemented and followed.
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.

Person Specification

Title: **Exams Officer**
Grade: **8**

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
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Knowledge & Understanding:

GCSE Grade C in English and Maths, together with a relevant further qualification at NVQ level 3 (or equivalent)	To demonstrate a good level of literacy and numeracy	Now	5
Several years' experience in a comparable administrative role, and demonstrable skills in data input and management	To ensure accurate record keeping, monitoring and data input for pupils' entry for examinations, tests and associated coursework	Now - with training in specific systems	5
A broad understanding of the school examinations process	To organise, administer and ensure the smooth running of all internal and external examinations	Desirable, but training will be given	3
Experience at working with young people	To invigilate examinations as required	Desirable; not essential	2
A good working knowledge of the Bromcom system	To manage all aspects of Bromcom for a variety of processes	Now	5

Mental Skills:

Ability to analyse and interpret information	To analyse examination results and statistics To manage all aspects of Bromcom for a variety of processes	Now	5
Work planning ability	To ensure that examination entry schedules are met	Now	5

Interpersonal & Communication Skills:

Ability to communicate information and ideas effectively to a range of audiences, through good written and oral communication skills	To work effectively with colleagues, pupils and “partners” of the school (Parents, Governors, Visitors etc)	Now	5
	To ensure the accurate dissemination of examination information and results to staff, pupils and parents		
	To ensure enquiries are dealt with promptly, accurately and courteously		
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5

Physical Skills:

Keyboard skills	To operate the MIS (Bromcom) System To input data, run reports etc	Now – training given in specific systems	5
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Initiative & Independence:

Ability to work on own initiative and to organise/prioritise own workload	To ensure that work is prioritised to enable deadlines to be met To work alone in the school office for periods of time	Now	4
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Physical Demands:

N/A			
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Mental Demands:

Ability to concentrate on detailed work for short/medium periods of time	To analyse data, produce statistical information etc	Now	5
Ability to deal with conflicting priorities and cope with pressure	To manage interruptions to and meet exam deadlines	Now	4

Emotional Demands:

Occasional			
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Responsibility For People:

Understanding of key safeguarding issues and procedures	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information</p>	<p>Awareness of the sensitivity of these issues now. Training in school procedures given</p>	4
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Responsibility For Supervision:

The management and training of invigilators	To ensure the exam team correctly follow exam specific and all other wider whole-school policies, procedures and protocols	Now	5
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Financial Responsibility:

N/A			
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Responsibility For Physical Resources:

Ability/experience in using relevant computer systems	<p>To input details, analyse and interpret data, run reports and make returns as required</p> <p>Creation and maintenance of a range of data sets and statistics</p>	Now	5
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