



Whitby School
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Exams Officer

Recruitment Information Pack

NYES

**Resourcing
Solutions**

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Whitby School

Whitby School is a new school; an exciting development for the Whitby community. Our school will be a positive, warm, and welcoming school where pupils will aim to do their very best and take pride in their achievements. By constantly challenging our pupils to excel, we will nurture aspirations and strive to cultivate a lifelong love of learning in our young people.

We are looking for colleagues who will provide a creative, safe, and caring environment where every child is known and cared for as an individual. In this climate, every young person can thrive as they develop in personality, character and intellect and become a highly successful learner and individual.

We believe we can provide a unique education for our young people. As a school at the heart of the community it serves, we will work in partnership as a school community to ensure our children not only receive a broad and balanced education but also allow them to enjoy the area they live in and make a positive wider contribution to the area.

At Whitby School, every pupil will be known, valued, and cared for as an individual. We will celebrate our pupils' talents, achievements, and successes, and understand and support pupils where they need help. We believe that every pupil has the ability, strength, talent, and determination to achieve their potential. As a school, we will therefore aim to provide our pupils with the very best education possible, by providing a wide and comprehensive curriculum and extra-curricular activities.

Whitby School will open in September 2024 following the merger of Eskdale School, Caedmon College and Whitby Sixth Form. The school will be split across two main sites: Lower School (Y7 & Y8) will be based on our Airy Hill site and Upper School (Y9-Y13) will be based on our Prospect Hill site.

If you are looking for your next career move, then join us as we look forward to beginning an exciting new chapter for secondary education in Whitby.

Application Process

The closing date for all applications is **12 noon, Friday 4th October**

Interviews will be held week commencing **7th October**

Apply via the NYC Jobs Page

Please contact us if you need an application form in a different format.

Unfortunately we do not accept CVs.

An email will be sent to shortlisted candidates with details of the interview process.

When applying please take into account the following:

Supporting Information

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification (see application pack). This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

References

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.

Queries

please contact Chloe Bullen at Chloe.Bullen@northyorks.gov.uk or on 01609 536 964

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate and barred list check. An online search may be conducted for successfully shortlisted applicants.

Job Description

POST: Exams Officer - 37 hours per week plus 1 week of additional working during the summer holiday to assist with the GCSE and A-level results, publication, reporting and recording.

GRADE: G, points 13 to 18

RESPONSIBLE TO: MIS and Data Manager

STAFF MANAGED: Exam invigilators

JOB PURPOSE: To be responsible for the efficient and effective running of all internal and external examinations for the school, including liaising with staff, pupils, invigilators and examination boards.

In liaison with the MIS and Data Manager to provide assistance and support the management of the school's MIS and data software packages, and in the organisation of the assessment, reporting, recording and tracking systems.

JOB CONTEXT: 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.

To be accountable for supporting the development and delivery of the school's aims by leading on the collection, dissemination and management of all school data.

To be responsible for all aspects of data collection, management, analysis and sharing, in particular proactively sharing data with teaching colleagues that allows them to monitor, analyse and support the progress of all pupils/students, both academically and pastorally.

An Enhanced DBS clearance is required for this post This role is office based within the school buildings.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

Operational Management

- Oversee all arrangements for all public examination entries.
- Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken.
- Complete examination entries and store securely and send completed examination papers to examination boards by deadlines.
- Makes preparations for examinations, including setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationery.
- Undertake exam invigilation duties.
- Organise appropriate arrangements for the support of candidates with special examination requirements.
- Ensure NEA are submitted for moderation either through postal or electronic means by deadline dates.
- Deal with issues relating to appeals, remarking and other administrative issues.
- Work with staff and the Assistant Head (Data) to develop staff use and understanding of the school's reporting system to inform intervention both at subject, year and class teacher level.
- Ensure the school data package is efficient and up to date, to create, modify and delete users as required.
- Ensure assessment point data is taken from the school's MIS software and imported into the necessary format to create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by senior and middle leaders.

- Import relevant achievement data on students (such as KS2 scaled scores) and targets from FFT Aspire.

Communications

- Liaise with examination boards to ensure that all necessary information is passed on in a timely manner.
- Administration of all examinations, including ensuring compliance with examination boards rules, coursework requirements.
- Provide advice and disseminate examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results.
- Liaises with staff/heads of departments regarding pupil examination entries.
- Train and support staff in the use of data analysis software, as required.

Resource management

- Manages the examination budget.
- Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them.
- Responsible for the safe storage of the examinations papers, examination certificates and examination results.
- Manage systems for tracking the progress of pupils at each key stage.
- Manage the production of reports on the academic progress of all students in the school.
- Administer the school data package.

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Systems and Information

- Provide data and analysis on examination entries and results, writing reports as appropriate.
- Creates effective information systems for the recording of exams and results.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
- Produce reports using assessment data to assist the Senior Leadership Team, Heads of Department, Heads of Year, and teaching staff to track student progress.
- Set up report cycle templates for data collection and analysis of data for each reporting session.
- Prepare and produce and print academic reports for all students.
- Ad hoc requests for data and / or analysis.
- Update student timetables, as required, during the academic year and provide individual student timetables, as required

Planning and Organising

- Lead role in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators.

Data Protection

- To comply with the Council's and Federation policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety

- 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.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- 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.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.

Flexibility

- North Yorkshire Council 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 Council Policies and Procedures.

Customer Service

- The Council 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.
- The Council 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.

Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations • Knowledge of invigilation procedures 	
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an administration role • Experience of supervising others • Experience of exam invigilation 	<ul style="list-style-type: none"> • Budget management experience
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Analytical and report writing skills • Good communication skills • Supervisory skills • Ability to use initiative and make decisions • Organisational skills • Confidentiality • ICT skills • Ability to work accurately and to deadlines 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Good standard of education to evidence good numeracy and literacy • Level 3 qualification in a relevant field e.g. administration 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance <ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Able to exercise discretion & judgement • Flexibility • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	

APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at www.northyorks.gov.uk/working-us.

Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

Policy Statement on the Recruitment of Ex-offenders (Source www.gov.uk)

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.