



The  
**3-18**  
Education  
Trust

# Applicant Information Pack

## Exams Officer



*Excellence – Respect – Friendship –  
Hard Work – Kindness*



## Headteacher Letter to Applicants

Dear applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our website and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. You are most welcome to contact Clare Hadley to arrange a visit to the school or an informal telephone conversation with myself prior to any application.

I hope that you are inspired by what our school has to offer, and I would welcome an application from you.

Stephen Richards  
Headteacher

## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



Bowbrook  
Primary School

<https://bowbrookprimary.co.uk/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



The  
**3-18**  
Education  
Trust

<b>Title of Post</b>	Exams Officer
<b>Grade and SCP</b>	Grade 8, SCP 18-22
<b>Status of Post</b>	Permanent 30 Hours Per Week, Term Time plus two weeks* *Flexible working pattern in line with needs of the service considered for the right candidate

### Main purpose

- To oversee all aspects of examinations management within the school.

### Duties and responsibilities

- Oversee all arrangements for all public examination entries eg GCSE and equivalent, Vocational subjects including Diplomas and AS and A2 examinations for Sixth Form students.
- Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Officer.
- Co-ordinate the preparation and submission of entries to examining bodies. Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation.
- Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
- Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place. Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Ensure that all necessary stationery and materials and other requirements are provided for examinations. Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination

boards the school deals with, including Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.

- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
- Organise appropriate arrangements for the support of candidates with special examination requirements (eg dyslexia, disabled) in conjunction with the SENDco
- Work in liaison with the nominated of the Senior Leadership Team and Data Manager to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
- Liaise with Heads of Year and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal Year 9 and Year 10 examinations and for the Year 11 and Sixth Form Mock examinations.
- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

### **Professional Development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### **Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard level of education</li> <li>•</li> </ul>	
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• Excellent computer/keyboard skills</li> <li>• Ability to plan and organise effectively</li> <li>• Experience of working in an educational setting or other relevant environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an Exams Officer role or similar</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of public examination requirements</li> </ul>
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Ability to support teachers in the classroom</li> <li>• Ability to liaise with external companies and organisations</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to train, supervise and develop other staff</li> <li>• Ability to liaise with external companies and organisations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent organisational skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Ability to work under pressure and meet tight deadlines</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	



## Additional Information about William Brookes School



William Brookes School is a mixed comprehensive school with **over 930 students on roll**, including over **100 in the Sixth Form** and each September sees us oversubscribed in Y7. The school always has an exciting feel to it, with a lot going on every term. We moved into our brand new school in September 2010 and everyone, students, staff and the local community, has embraced the fantastic ICT rich facilities we now have at our disposal. Our school is very much focused on the people who work within the building and we work hard on achieving our motto of “be the best you can be through courtesy, enterprise and endeavour”.

Although situated in beautiful surroundings on the edge of the small rural town of **Much Wenlock**, we are far from being a sleepy rural school. We have **eight partner primary schools**, with whom we work very closely, but we draw from a much broader spectrum of some 25 or more primary schools, including some in Telford, Bridgnorth and Shrewsbury, as well as the **wider rural area of South East Shropshire**.

We are a **comprehensive** school in every sense of the word. Our **ability spread is wide and also well balanced**. The last few years have seen several of our students go on to Oxford and Cambridge but we also cater for students with quite complex special educational needs too. The socio-economic background of our students is equally mixed and we enjoy the same levels of support from parents from all sectors. Some children have moved to us from the independent sector, some students live in isolated communities and many live in our surrounding villages and towns, with some 25% coming from the immediate town of Much Wenlock and surrounding area, approximately 31% from Broseley, which lies to the south of Ironbridge and 17% coming from the neighbouring areas of Telford & Wrekin.



Dr William Penny Brookes

As the only “**Coubertin School**” in Britain we enjoy not only a rich cultural tradition that is derived from the life and work of our namesake, Dr William Penny Brookes, but also unique opportunities for Sixth Form students to undertake activities with partner schools from across Europe and beyond. Younger students are participating in student voice and leadership activities related to the Olympics and Olympic values. Our **Arts Centre, “The Edge”**, is located at the heart of our new school and it enhances our Music, Dance and Drama facilities as well as benefiting the wider community of this part of Shropshire and reflecting our great strengths in the performing arts.

**We consider ourselves very fortunate to work in a wonderful school with fantastic facilities in a beautiful location. We want William Brookes School to be a great place to learn and a great place to teach and hope that you will want to join us and be part of its exciting future.**



William Brookes



## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

## Application & Appointment Process

An application form is available to download from the school website  
<http://www.williambrookes.com/about-us/vacancies.php>

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post. Completed applications and supporting documentation should be emailed to [clare.hadley@WBS.318education.co.uk](mailto:clare.hadley@WBS.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 12.00 noon, Thursday 30<sup>th</sup> March 2023**

**Interviews will take place shortly after the closing date**

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <http://www.williambrookes.com/about-us/policies-and-documents.php>.*