

Hampton College

Eagle Way, Hampton Vale, Peterborough, PE7 8BF



Senior Exams Officer

Recruitment Pack

November 2023

Progress, Partnership, Pride



Hampton College

Eagle Way, Hampton Vale, Peterborough, PE7 8BF

Hampton College is an established, successful, all-through school, which formed its own multi-academy trust (Hampton Academies Trust - HAT) in 2014. The Trust is also the education provider for the neighbouring secondary school, Hampton Gardens School and Hampton Lakes Primary School, which opened in September 2019. In 2020, Dogsthorpe Infant School joined our trust. HAT schools have very close links and some shared staff.

Hampton College currently serves the community of Hampton, on the southern outskirts of the city of Peterborough and has good links to Cambridge and Stamford. Hampton Gardens School serves the neighbouring Cambridgeshire village of Yaxley, as well new housing being added to the Hampton East development, where Hampton Lakes Primary School is located.

Required as soon as possible

SENIOR EXAMS OFFICER

We are currently looking for a Senior Exams Officer to be responsible for the effective operation and administration of all public and internal examinations, ensuring that Hampton College and joint provisions adhere to all awarding body regulations and internal procedures.

Reporting directly to the Senior Leader in charge of Exams the successful candidate will be a strong administrator who has a high level of accuracy and a good eye for detail. You will be a team player with a flexible approach and be willing to undertake a variety of duties as requested by your Line Manager. You will have excellent organisational skills and the ability to prioritise work to meet deadlines. Proficiency in MS Office Word, Excel and PowerPoint is essential along with the ability to work quickly and effectively with various systems.

Working Hours:

This is a permanent position of **30 hours per week (term time only) with extended hours for 6 weeks during the summer exam season (May - June). Ten additional days to be worked during the year to support with exam results and training days.**

The exact working hours can be flexible, but during examination periods there will be a requirement for extended working hours to meet the requirements of the role.

Salary:

Senior Exams Officer (Grade 8)

Full time salary (52 weeks)	From: £29,777	to: £33,024
Actual salary (30 hrs / term time + extended hours + 10 additional days)	From: £22,265	to: £24,693

What we can offer you in return:

- A fantastic working environment where students are enthusiastic and want to learn. All our Hampton schools have modern buildings, and all HAT sites have light and airy classrooms, outstanding facilities and are situated at the heart of the community.
- We value our staff and recognise the importance of providing ongoing training opportunities. As a growing Trust we are also able to offer opportunities for promotion and fresh challenges as new roles arise regularly within the Trust.
- Our active Staff Wellbeing Group creates an effective channel for staff to be heard, and underpins our commitment to cultivating a supportive working environment which allows staff to flourish and achieve their full potential.
- Our extensive induction programme supports staff every step of the way, and our buddy system gives new staff a supportive and knowledgeable mentor.



- Full access to the Health Assured Employee Assistance Programme, which is designed to help staff deal with any personal or professional problems. Staff have access to free legal advice, medical information, counselling sessions, online self-help tools, factsheets and the wellbeing portal.

For further details on this position please visit our website:-
www.hamptonacademiestrust.org.uk/jobs

Closing date: 9.00am on Monday 27 November 2023

Please note that we reserve the right to interview and appointment prior to the closing date.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

November 2023

Dear Applicant

Thank you for your interest in our permanent position of Senior Exams Officer at Hampton College Secondary Phase.

We are a successful school as recognised by Ofsted, which has judged us to be either Good or Outstanding in every inspection since we opened in 2005. We are consistently amongst the top schools in the city for examination results, both at GCSE and A Level and our extra-curricular opportunities and achievements are second to none. We are a caring school, where talented staff work closely with students and parents to ensure every student reaches their maximum potential.

During the school's most recent Ofsted inspection in June 2023, in which Hampton College was judged to be 'Good' a number of very positive features were praised, including:

- We are a happy school, where children are well cared for
- A strong emphasis is placed on the well-being of children and staff
- There is a calm atmosphere and children behave well
- School is an inclusive and respectful environment
- Children with SEND are identified and skilfully supported
- Governance is strong, which supports school improvement
- Staff and leaders are 'tenacious' and 'vigilant' in safeguarding children

I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any questions regarding this vacancy, please contact our HR Department on 01733 246824.

Yours faithfully

A handwritten signature in blue ink that reads "Alex Ford".

Alex Ford
Head of School (Hampton College Secondary Phase)

PROGRESS, PARTNERSHIP, PRIDE

Our motto of 'Progress, Partnership and Pride' sums up what we really value in education and runs through all that we do every day:

Progress

We have a laser sharp focus on maximising outcomes for all our students, regardless of ability or prior attainment. We ensure that teaching is excellent, that the curriculum is broad, balanced and relevant to students' needs and that support is on hand in order for students to fulfil their potential. We do this by the regular monitoring of performance and timely interventions to improve learning.

Partnership

We enjoy positive relationships and work together to ensure we can bring the best out in each other. Students work well with staff and each other and we have a well earned reputation for being an inclusive, warm, welcoming and caring school based on mutual respect and consideration. We work very hard to establish and maintain strong partnerships with all members of our community: feeder primary schools, neighbouring secondary schools, local businesses and residents. We also enjoy excellent working relationships with parents who are always welcome at the College to be part of their child's education.

Pride

Our standards are high and we are proud of the achievements of our students - whether they be in the classroom or extra-curricular activities, such as, on the sports field, on the stage, or as an ambassador for the school. We expect everyone in the school to dress professionally and be proud to wear the Hampton College uniform. We believe in celebration and regularly reward and publicise positive achievements and effort. However, we are not complacent and are always looking for ways to improve at every level, whether that be opportunities available, expectations, or outcomes, we constantly strive to be the best.

VISION AND VALUES

The three principles of Progress, Partnership and Pride underpin life at Hampton College and encapsulate our core values:

- People
- Learning
- Positive behaviour
- Health
- Leadership
- Community
- Our Environment
- Our Future

Our vision is to be an outstanding school. Outstanding in all we do and we were delighted to be recognised by Ofsted for:

- A unwavering commitment to establishing an inclusive, welcoming school
- Pupils are keen to learn and appreciate the work their teachers and the opportunities provided to them
- Relationships between adults and pupils are typically positive and pupils' behaviour is good
- Parents believe their children to be safe and happy
- Pupils make good progress at Key Stage 4
- Teachers closely match learning activities to the capabilities of the pupils
- The longer the pupils remain in the school, the faster progress they make



For more information, please see our website.

Information about Hampton College

Hampton College has now been established for seventeen years and has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (five full inspections all *Outstanding* or *Good*).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.

Development of the 'all-through-school':

In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase a year early, in September 2012, on the site of Hampton Hargate Primary School. A brand new state-of-the-art primary school building opened in September 2013, next to the current secondary school's campus. The Primary Phase now serves the full primary age range. The model for the primary phase's growth, one year at a time, until its completion in 2018, is exactly how the secondary phase was established. We work closely with our Primary colleagues to devise innovative, cross phase learning that ensures curriculum continuity and cohesive approaches. A number of secondary colleagues teach across both phases.

Our current roll is 1,753, including 403 in Primary Phase and 301 in the Sixth Form.

Academy and MAT status

In September 2014, we became a converter academy and formed our own multi-academy trust. **Hampton Academies Trust** opened its second secondary school, Hampton Gardens in September 2017. This development enables us to provide excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

Since September 2018 we have operated a Sixth Form across both Hampton College and Hampton Gardens. The close proximity of the two schools has enabled a number of staff to teach and support across both sites. We also have the ability to deploy staff flexibly across the trust.

Our vision is to be a locality based, cross-phase MAT. We intend to grow our MAT in the medium term and have been successful in our bid to run the primary provision on the new Hampton East development. Hampton Lakes Primary School opened in September 2019 to an initial intake of 26 reception children. The school is growing into a two form of entry primary school, with 420 children and has an on-site nursery provision, with 26 places, which opened during 2021. In October 2020, the children moved into their new purpose-built school, located near Teardrop Lake.

The name of the trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough local area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in. All HAT schools are located within the city of Peterborough and in 2020 we were delighted to welcome Dogsthorpe Infant School into our family of schools. We anticipate our future growth will continue to focus on Peterborough and the surrounding area.

Other schools in Hampton Academies Trust are:
 Hampton College Primary Phase (part of our all-through school)
 Hampton Gardens
 Hampton Lakes Primary School
 Dogsthorpe Infant School



Hampton College - Secondary Phase

On the Hampton College secondary site, classrooms are airy and light and are all equipped with interactive facilities. The school hall provides an impressive public space, with seating capacity for 400 people; the grounds are attractive and spacious and are utilised well at break and lunchtimes in fine weather.

Conditions have been right for the school to provide a centre of excellence in teaching and learning, with teachers and departments continually reflecting on their practice, in order to improve. Traditionally the core subjects of English, Mathematics and Science have been high performing, which has contributed to the school’s successes in recent years, our results have consistently been amongst the best in the city at both GCSE and A Level.

Teaching and Learning

We are proud of the quality of teaching and learning that goes on, every day, at Hampton College. Teachers are well qualified, innovative and inspirational. We encourage teachers to try new ideas, whilst maintaining the high expectations and standards. Knowledge acquisition is paramount and students receive excellent support from subject specialist staff and first rate teaching assistants. Ofsted, in 2017, commented that pupils enjoyed learning at Hampton College, that pupils were keen to learn and were appreciative of the work of their teachers.



Curriculum Plan

There are five lessons a day, each one hour five minutes duration. We have a three-year KS3 and follow a predominantly academic curriculum in KS4 and Post 16, with an expanding range of vocational and applied learning courses on offer here and across the trust. Please see the College website and online prospectus for further information.



The School Day

All lessons are one hour.

8.30am	Morning Registration/Assembly
8.50am	Period 1
9.50am	Period 2
10.55am	Morning Break
11.15am	Period 3
12.20pm	Period 4
1.25pm	Lunch Break
2.05pm	Period 5 (Afternoon Registration)
3.10pm	End of School

Extra-Curricular Opportunities

We are very proud of the superb extra-curricular provision on offer. Every effort is made to offer a strong extra-curricular programme in sports, the arts and in other areas. There is an enrichment week at the end of the summer term, which includes several foreign and domestic residential trips, day trips and in house activities. We also benefit from staff who give up their time to arrange many curriculum based trips and visits throughout the year.



Community

Hampton College makes an important contribution in putting ‘heart and soul’ into Hampton, helping to bring the community together. We are a venue for learning and leisure and we are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our campus.



The Role

As the Senior Exams Officer, you will play an integral role in the smooth running of all external and internal examinations. You will co-ordinate all aspects of exam procedures including examination entries, coursework submission and controlled assessments.

We are looking for a strong, highly organised administrator who has a high level of accuracy. The ability to multi-task and work to strict deadlines is essential. You will also need to be a strong team player with good communication skills.

The ability to work with systems is essential as you will update and distribute information on the school's management information system (Bromcom). You will also need to be proficient in MS Office applications such as Word, Outlook, Excel and PowerPoint.

Working Hours:

This is a permanent position of **30 hours per week (term time only) with extended hours for 6 weeks during the summer exam season (May - June). Ten additional days to be worked during the year to support with exam results and training days.**

The exact working hours can be flexible, but during examination periods there will be a requirement for extended working hours to meet the requirements of the role.

Salary:

Senior Exams Officer (Grade 8)

Full time salary (52 weeks)	From: £29,777	to: £33,024
Actual salary (30 hrs / term time + extended hours + 10 additional days)	From: £22,265	to: £24,693

Please see the enclosed job description for further details.

Safer Recruitment

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service.

In accordance with Keeping Children Safe in Education, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

For more information, please refer to:

[Hampton College: Safeguarding and Child Protection Policy](#)

[HAT: Recruitment & Selection Policy & Procedure](#)

Equality & Diversity

The Governing Body of Hampton Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

For further information, please refer to the school's [Equality & Diversity Policy \(Staff\)](#).

Promotion Opportunities

As an expanding trust, there are permanent posts and opportunities for promotion, which arise regularly.

Applications

Please download an application form from the school website:

www.hamptonacademiestrust.org.uk/jobs/

Please return your completed application form, together with a letter of application which is addressed to the Head of School (no more than 1 side of A4) outlining how you meet the Person Specification by **Monday 27 November 2023**. CVs are not accepted and should not be included with your application.

Applications can be sent by email to jobs@hamptonacademiestrust.org.uk (*All applicants applying for employment via email will be required to sign and date their Application Form if invited to attend an interview*).

Please note that we reserve the right to interview and appointment prior to the closing date.

Job Description

POST TITLE:	Senior Exams Officer
GRADE:	Grade 8
HOURS OF WORK:	30 hours per week (term time only) with extended hours for 6 weeks during the summer exam season (May - June). Ten additional days to be worked during the year to support with exam results and training days. At least four of the additional days are to be worked in August to cover results days for GCSE and A level.
RESPONSIBLE TO:	SLT Link
RESPONSIBLE FOR:	Exam Invigilators

PURPOSE OF THE JOB:

- To be responsible for the effective operation and administration of all public and internal examinations and ensure Hampton College and for Hampton College and Hampton Gardens for joint provision, adhere to all awarding body regulations.
- To have overall accountability and responsibility for the management of the exam budgets at Hampton College.
- To work in close liaison with Post 16 Leaders at Hampton College and Hampton Gardens, Trust Director of Sixth Form and Head of School or appropriate SLT at Hampton College to ensure that there is a consistent and cohesive approach in the use of data, assessment and organisation of examinations across the shared sixth form provision.

MAIN RESPONSIBILITIES

External and Internal Examinations

The following applies to examinations at Hampton College and both Hampton College and Hampton Gardens for joint provision.

1. In liaison with senior leaders responsible for exams at Hampton College and Hampton Gardens for joint provision, to provide strategic lead for all matters relating to public and internal examinations.
2. To ensure processes are in place to ensure the accurate input of all examination entries at Hampton College and for Hampton College & Hampton Gardens for joint provision.
3. To have overall responsibilities for all correspondence with exam boards.
4. To manage and administer all aspects of exam procedures for examination entries, coursework submissions and controlled assessments, including amendments, corrections, withdrawals and controlled assessments.
5. Responsible for ensuring effective procedures and working practices are in place and compliant with JCQ rules and regulations.
6. Be responsible for ensuring that all matters relevant to existing public examinations are conducted accurately and efficiently in accordance with Awarding Body and JCQ requirements and trust procedures.
7. Be aware of Awarding Body and JCQ rules and regulations and to implement these at all times in respect of confidentiality and security and to continually update knowledge of these. To ensure that this knowledge is shared with relevant people.
8. Lead and undertake the administration and organisation of all external and internal examination entries in liaison with staff.

9. To assist with the administration and organisation of internal and external KS2 examinations and assessments at Hampton College Primary Phase.
10. Co-ordinating any internal tests required at both Hampton College and Hampton College & Hampton Gardens for joint provision to then be authorised by SLT.
11. Submit entries for external examinations to awarding bodies in advance of deadlines and in line with trust procedures.
12. In conjunction with the Deputy Head/ Assistant Head and SENDCO organise SEND provision, including liaising with the SEND coordinator and Deputy/Assistant Head of School (Exams) regarding candidates with SEND; applying to awarding bodies for Access arrangements for such candidates and ensure that all access arrangements for students with SEND are appropriately managed and are adhered to JCQ regulations.
13. Liaise with the Deputy/Assistant Head in charge of exams regarding special considerations for students and implement requirements as appropriate.
14. Prepare public examination timetables and issue students with all relevant information pertaining to public exam procedures in consultation with the Heads of Department and the Director of Sixth Form/Post 16 Leader.
15. Resolve examination clashes in accordance with regulations.
16. Manage the receiving, checking and timely processing of exam papers following external exams, ensuring they are handled securely and adhering to the Awarding Body regulations and trust procedures.
17. Be available at the start and end of examinations and in the event of any examination board inspection visit.
18. Administer and assist with setting up of any on-line exams for Hampton College and Hampton College & Hampton Gardens for joint provision, where lessons taught by Hampton College.
19. Manage 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 special arrangements for candidates with special educational needs are in place.
20. Organise exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with JCQ regulations and adhering to trust procedures.
21. Produce exam candidate place cards, updating annually for GCSE, AS & A level students.
22. Produce exam notices as necessary.
23. Produce and copy exam seating plans in a timely manner for all exams for use by the Exam Invigilators and for displaying on exam notice boards.
24. Responsible for the storing, checking, collation and preparation of exam certificates for the annual presentation evening.
25. Respond to and resolve exam queries from students, staff, parents, Awarding Bodies and other stakeholders, escalating to the Deputy/Assistant Head if required.
26. Brief candidates on examination regulations and produce written guidelines for staff and students, ensuring candidates are aware of their own examination timetables.
27. Manage the collection and despatching of worked scripts in accordance with the JCQ regulations.
28. Manage the team of Exam Invigilators, ensuring that all members of the team are adequately trained, and that invigilators fulfil their obligations in accordance with Awarding Body and JCQ regulations.
29. Recruit, induct and supervise invigilators. Liaise with Trust HR with regards to contractual arrangements.
30. In line with JCQ provide training for all invigilators across the trust.
31. Be present and available in school on the days when results are notified and oversee the distribution of results to candidates.
32. In conjunction with the Assistant Head of School/SLT link for data, produce analyses of examination results as per mutually agreed timescales.

33. Check DfE and other examination statistics for accuracy before publication.
34. Disseminate information, respond to enquiries and deal with complaints regarding external examinations with staff, students and parents/carers.
35. Process enquiries about results and requests for return of scripts. Request remarks for candidates using Awarding Body secure websites as directed by the Deputy/Assistant Head of School.
36. Prepare certificates for presentation evenings.
37. Ensure that costs of retakes etc. are reimbursed by candidates/departments, as appropriate.
38. Encourage a positive examination culture in the school to which all staff and students subscribe and adhere to.
39. Manage the exam's budget by keeping up to date and accurate records of exam entry costs.
40. Keep up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings and keeping up to date with the latest procedures and regulations for external examinations.
41. Co-ordinate all room bookings, managing the room booking system and ensuring room allocations are managed effectively for both exams.

OTHER DUTIES/RESPONSIBILITIES

1. Establish and maintain good relationships with staff, governors, parents, students, LA and external agencies in order to promote the objectives of the establishment.
2. Contribute to the maintenance of a safe and healthy environment.
3. To carry out any other duties consistent with the post as directed by the Deputy/Assistant Head of School (Exams).

GENERAL NOTES

1. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
2. These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Person Specification

Senior Exams Officer

Criteria	Essential	Desirable	How Measured
Educational qualifications	<ul style="list-style-type: none"> ▪ Good educational background with 5 GCSEs A*-C (or equivalent) ▪ Be suitably qualified in business and administration 	<ul style="list-style-type: none"> ▪ Relevant training or further development. 	<ul style="list-style-type: none"> ▪ Certificates ▪ Application Form
Experience	<ul style="list-style-type: none"> ▪ Experience of setting up, maintaining and operating specialist ICT packages ▪ Experience of writing basic & more complex reports, both statistical and factual ▪ Experience of undertaking administrative tasks within an office environment 	<ul style="list-style-type: none"> ▪ Experience working in an Exams Office role ▪ Experience working in an educational setting ▪ Experience liaising with Exam Boards, students and parents ▪ Experience of development, management and operation of administrative systems 	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview Process
Skills/Abilities	<ul style="list-style-type: none"> ▪ Ability to communicate effectively on a variety of levels using a variety of methods ▪ Strong attention to detail, a constant high level of accuracy and a meticulous approach ▪ Ability to work constructively as part of a multi-disciplinary team, and understand your role within the whole school community ▪ Strong problem solving skills and the ability to 'think on your feet' to resolve problems which are not covered by standard processes or procedures ▪ Excellent ICT skills, including use of Microsoft Word and Excel ▪ Be competent and confident in the use of data and its presentation skills. ▪ Ability to relate well to a range of people including Senior Management Teams, Governors, parents and children ▪ Excellent organisational skills and the ability to continuously prioritise own workload 	<ul style="list-style-type: none"> ▪ Knowledge and/or previous use of Bromcom ▪ An in depth knowledge of propriety systems such as FFT and FORVUS 	<ul style="list-style-type: none"> ▪ Letter of application ▪ Interview Process ▪ References

	<ul style="list-style-type: none"> Ability to work under pressure and to meet deadlines 		
Knowledge and Understanding	<ul style="list-style-type: none"> Understanding of effective management and operation of administrative systems Awareness of the Data Protection Act. Awareness of Health & Safety procedures Appreciation of absolute confidentiality of information received in school 	<ul style="list-style-type: none"> Knowledge of Examination Board requirements Experience / knowledge of processes relating to school examinations Understanding of Child Protection issues and procedures 	<ul style="list-style-type: none"> Letter of Application Interview Process References
Other Requirements	<ul style="list-style-type: none"> Commitment to promoting and safeguarding the welfare of all staff and students Empathy with educational values. Approachable and team spirited. Willingness to learn new skills and undertake training, as required Willingness to take a full and active role in school life Flexible approach to people and situations 		<ul style="list-style-type: none"> Interview Process References
Safeguarding Competencies	<ul style="list-style-type: none"> Demonstrates empathy for the concerns of others Shows respect for other's feelings, views and circumstances Seeks and uses professional support appropriately Understands the principle of confidentiality Can demonstrate flexibility of approach Shows a personal commitment towards safeguarding children 		<ul style="list-style-type: none"> Interview Process References