



Kimberley
School



Exams Officer

Application Pack



Exams Officer

Starting As Soon As Possible



Dear Applicant

Kimberley School is an exciting place to work. Our aim is for every child to achieve or surpass their academic and social potential and we achieve this through providing an outstanding quality of education, underpinned by a strong programme of care, guidance, support and enrichment.

We are seeking to recruit a methodical, organised and efficient individual to join the team as an Examinations Officer, who will work alongside the Data and Exam Manager. The Examinations Officer plays a pivotal role in school in the administration, management and conducting of examinations. With excellent attention to detail, you will manage and organise all internal and external examinations in accordance with Awarding Bodies' regulations and guidance. We are looking for:

- Flexibility in working hours, especially during exam periods (E.g., results days in August)
- Excellent interpersonal and communication skills with a range of stakeholders
- Excellent organisational and planning skills
- Reliability and punctuality
- Ability to supervise the team of Exam Invigilators
- Ability to prioritise workload and meet deadlines
- An understanding of multiple IT Systems
- Ability to work under pressure
- Willingness to work as part of a team

Previous experience of working in a school environment or in an examination's role is desirable but not essential as full support and training will be provided.

All staff are recruited under our safer recruitment processes, in line with DfE requirements, which includes an enhanced DBS check. We have a suite of safeguarding procedures, policies and guidance for all of our staff and volunteers to ensure we actively promote children and young people's welfare and safety. We are also committed to equality of opportunity in employment and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status or sexual orientation. This applies to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of service.

This application pack includes a job summary, job description and person specification. The pack also includes a copy of the reference request that we will send to your nominated referees. *This is for your information only; it does not need to be completed at this stage.*

To apply, please visit the Trust website [East Midlands Education Trust website](#) and complete an online application form. **Please note that CVs will not be accepted.**

If you have any questions or would like an informal discussion with about the post or would like a tour around the school, please contact Wendy Bellamy, Leadership Support Team Leader, on 0115 9387000 or by email - hr@kimberleyschool.co.uk

Closing date for receipt of applications: 9 am on Monday 20th February 2023

Job Summary	
Job Title:	Exams Officer
Location:	The Kimberley School, Newdigate Street, Kimberley, Nottingham, NG16 2NJ, Telephone: 0115 938 7000 Fax: 0115 938 7001
Salary & Hours of Work:	Scale 6: (£27,344 – £29,439) Pro-Rata, Actual salary £24,029.58 - £25,870.64 37 hours per week, Term Time Only + 6 days.
Application Process:	Our method of application is via an electronic application form. This can be accessed through our website vacancies page .

Job Description	
Job Title:	Exams Officer
Reports to:	Data and Exam Manager
Responsible for:	<p>In order to ensure the smooth running of all examinations and the best possible experience for students the Exams Officer will:</p> <ul style="list-style-type: none"> • Lead on the administration of all examinations • Work with the Deputy Head Teacher and Data and Exam Manager to ensure that the school is compliant with the latest procedures and regulations for external examinations. • Recruit, train and supervise a team of exam invigilators

1. Lead on the administration of all examinations, and other exams that teachers are not required to invigilate, at all key stages both on & off-site where necessary.

- 1.1. Providing information on examinations in an appropriate format for students, parents and staff; production of a centre timetable that includes dates, venues, times and numbers of candidates; dealing with security issues surrounding timetable clashes and the close supervision of affected students.
- 1.2. Liaising with appropriate school staff over examination entries, including access for students with particular special needs and 'special consideration' applications as required by examination board regulations.
- 1.3. Managing the daily running of the examinations programme, including liaison with teachers, support staff and caretakers regarding the furnishing of appropriate venues for the conduct of examinations, in accordance with examination boards' regulations.
- 1.4. Acting as lead on the use of certain ICT systems and software, particularly in respect of the management and analysis of examinations data.
- 1.5. Ensuring the integrity of all exams-related data and managing the link between this data and data held elsewhere in the school's management information systems.
- 1.6. Collating data on entries and estimated grades for external examinations, and communicating the required information to the examination boards.
- 1.7. Managing all the administrative requirements of non-examination elements of qualifications.

2. Work with the Deputy Head Teacher and Data and Exam Manager to ensure that the school is compliant with the latest procedures and regulations for external examinations, as provided by the examinations boards, JCQ, DfE etc.

- 2.1. Develop a sound working knowledge of all requirements in the centre in respect of examinations and the non-examination elements of qualifications.
- 2.2. Attend appropriate training/webinars and regularly monitor "The Exams Office" website for advice and updates

- 2.3. Be familiar with all documentation published by JCQ and examination boards; quickly identify changes in regulations and work with the Data and Exam Manager to implement these in school
- 2.4. Support individual Subject Performance Leaders to help them ensure that they are meeting the requirements of non-examination elements of qualifications

3. Recruit, train and supervise a team of exam invigilators so that they are able to effectively invigilate examinations in line with JCQ expectations

- 3.1. Work with the Leadership Support Team Leader to recruit invigilators in line with the safer recruitment policy
- 3.2. Lead on and document the training of invigilators utilising the schools' online training portal
- 3.3. Deploy and monitor the invigilators to ensure the smooth running of internal and external exams

4. Other clerical and administrative duties relating to the role of examinations officer, including:

- 4.1. Liaising with examination boards and other external agencies as required, particularly as first point of contact when examination boards carry out inspections.
- 4.2. Administering requests for grade reviews, re-marking, return of scripts and complaints for processing by exam boards.
- 4.3. Monitoring attendance at examinations to allow the finance team to recoup fees for absent students and for such absences to be followed up via the normal school system.
- 4.4. Checking invoices relating to examinations
- 4.5. Lead on the secure storage and dispatch of examination materials as required by examination boards' regulations.
- 4.6. Attending, as necessary on and around 'results days' to ensure that results are downloaded, processed and issued to staff and students, followed at a later date by the distribution of certificates.
- 4.7. Operating within the requirements of the Data Protection act and other legislation, in order to ensure confidentiality of records and information.

5. As a member of the Academic Support Unit (ASU) Team:

- 5.1. Supporting the administration of school data as required
- 5.2. Providing administration and organisational support to the school staff and leadership team.
- 5.3. Providing appropriate resilience/cover within the team.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification				
<p>Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.</p> <p>Applicants should be able to <u>demonstrate</u> how they <u>meet the core criteria</u> relevant to the post:</p>				
E= Essential D= Desirable A= Application I= Interview	Criteria Type		Identified By	
	E	D	A	I
Experience				
1.1. Minimum of one year working in an administrative role	✓		✓	
1.2. Experience of using school-related MIS (school currently uses Capita SIMS)		✓	✓	
1.3. Experience of exam-management and related systems		✓	✓	
1.4. Work experience in a school environment		✓	✓	
1.5. Experience in a line management role or leading on deploying and monitoring other staff		✓	✓	
Qualifications, Training & CPD				
2.1 Level 2 qualification or equivalent experience in administrative qualification		✓	✓	
2.2 Proven record of CPD in relevant administrative areas		✓	✓	
2.3 English and Maths GCSE (or equivalent) at grade C or above.		✓	✓	
2.4 Degree level qualification		✓	✓	
Keeping Children Safe in Education				
Committed to safeguarding and promoting the welfare of children	✓			✓
Ability to work in a way that protects the safety and well-being of children & young people	✓			✓
Recent Safeguarding Training		✓	✓	
Knowledge & Skills				
1.6. Good ICT literacy, able to use the internet to consult websites, email, access information, download material and make examination entries electronically..	✓		✓	
1.7. Knowledge of data management in MIS or databases.		✓	✓	
1.8. Knowledge of school-related MIS.		✓	✓	
1.9. Intermediate Microsoft Excel skills.		✓	✓	
1.10. Good ability to analyse, interpret and make effective use of data.		✓	✓	
1.11. Ability to make effective use of ICT and resources.	✓		✓	
1.12. Be able to take personal responsibility for organising, prioritising and managing own workload and that of others.	✓		✓	
Personal Qualities & Attributes				
1.13. Good, written and verbal communication skills; able to relate well to school staff, candidates of all abilities, parents and carers.	✓		✓	
1.14. Ability to develop positive working relationships	✓		✓	
1.15. Ability to lead and motivate a team	✓		✓	
1.16. Personable and friendly manner, willing and helpful.	✓			✓
1.17. Able to work accurately and to deadlines, work effectively under pressure and maintain confidentiality.	✓		✓	
1.18. Strong commitment to personal development through CPD	✓		✓	
<p>In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:</p> <p>Ability to work effectively in a team and relate to all people Ability to stay focused whilst being able to problem solve and use own initiative as appropriate Ability to organise, prioritise and complete tasks efficiently and effectively Ability to communicate effectively and to impart clearly knowledge for the benefit of others Flexible, adaptable and professional approach to work Openness to new ideas Punctual, reliable and an ability to keep to deadlines Ability to maintain confidentiality</p> <p><i>We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.</i></p>				