

ST IVO ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

EXAMS OFFICER

CANDIDATE PACK



Open Letter from our Principal

Dear Colleague,

Thank you for your interest in St Ivo Academy and the post of Exams Officer. This is an opportunity to join a vibrant and supportive support staff team, where no two days are ever the same.

St Ivo is a large 11-18 comprehensive academy in the town of St Ives, Cambridgeshire. We have around 1700 students with around 300 in our Sixth Form. The school is 70 years old and is proud of its place within the local community. We are a truly comprehensive and inclusive academy. This is reflected in our approach to all areas of our work, from supporting students preparing for Oxbridge through to working with the most vulnerable - St Ivo embraces everyone.

We are committed to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture. We believe that schools must teach powerful knowledge, 'the best that has been thought and said' and an 'entitlement curriculum' for all. We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. We believe that the creation of a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and pupils can focus on learning, underpins everything.

We are values-driven and our vision is to provide an inclusive, aspirational and academic education for all our students, so that all of them will learn, thrive and lead successful lives. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. We want to ensure that all our students have the option to be able to go to university or aspirational alternative. We are not going to reduce expectations because of a child's background or home life, or because they are new to English or have a special education need. In fact, the opposite is true. It is our job to redouble our efforts to help children overcome these barriers so that they can flourish.

I hope that you will want to find out more about St Ivo Academy and that you will want to apply for the post. If you would like to more information prior to application, please do get in touch. Please contact Emma Dones, Assistant Principal, email Emma.Dones@astreastivo.org. If you would like to visit us prior to application, you would be most welcome. Please contact office@astreastivo.org to arrange a visit.

I look forward to receiving your application.

Yours sincerely

Tony Meneagh, Principal



Job Description

JOB TITLE:
Exams Officer

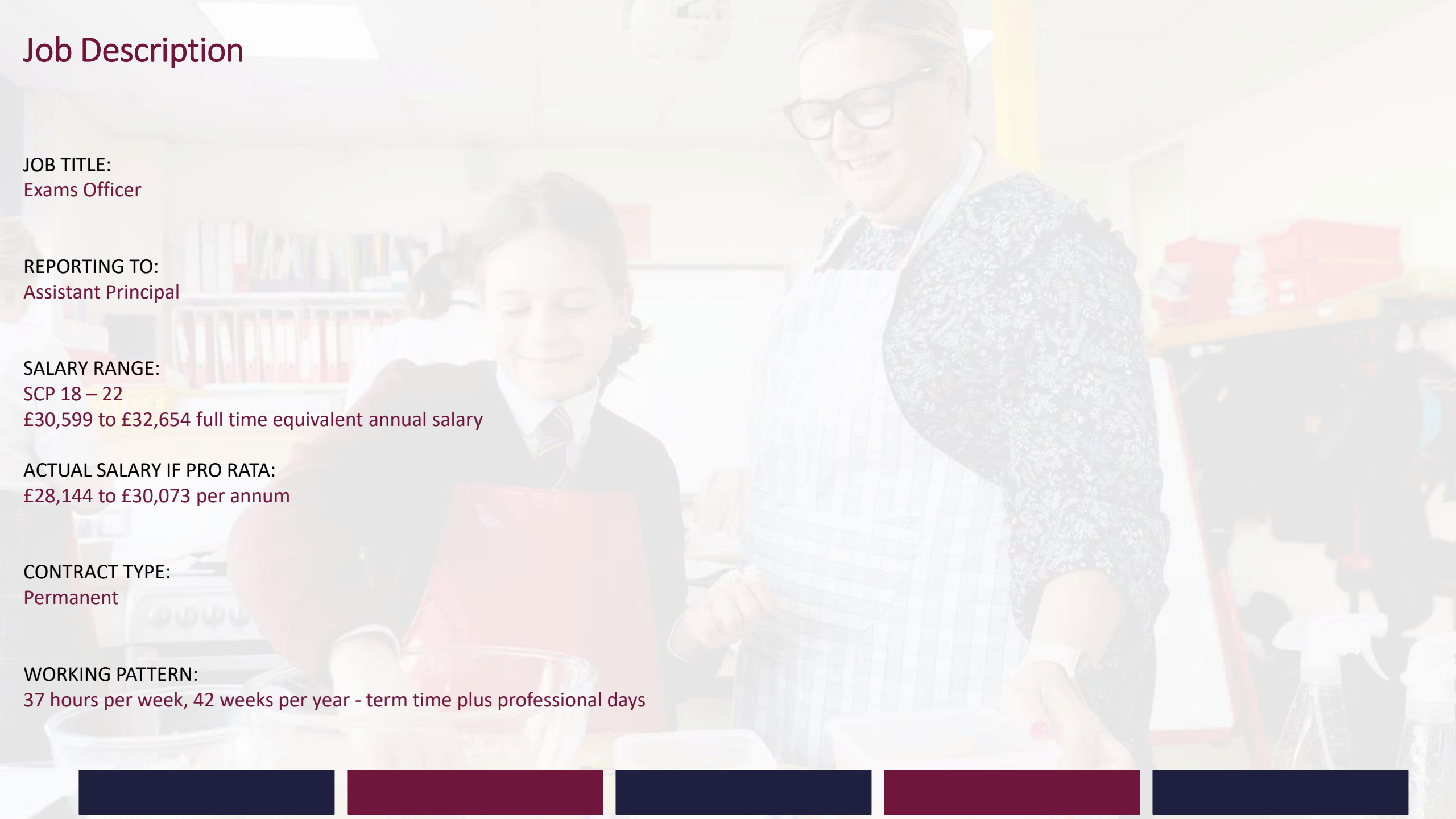
REPORTING TO:
Assistant Principal

SALARY RANGE:
SCP 18 – 22
£30,599 to £32,654 full time equivalent annual salary

ACTUAL SALARY IF PRO RATA:
£28,144 to £30,073 per annum

CONTRACT TYPE:
Permanent

WORKING PATTERN:
37 hours per week, 42 weeks per year - term time plus professional days



Role Description

Purpose

The Exams Officer is responsible for all matters relating to the students' outcomes - obtaining information from departments, registration of students with awarding bodies, entering students for exams, running of the exams, processing of results and providing examination data as required, overseen and line managed by the relevant Senior Leader responsible for student outcomes.

Through line management of the Invigilator Team, the Exams Officer is key in supporting the smooth running of all examination processes within the school.

Main Duties and Responsibilities

- Responsible for administering all aspects of examinations and certification processes.
- Coordinate examinations, including entries, results, timetables – both internal and external.
- Ensure that examination board procedures are followed throughout the examination cycle
- Organise exam timetables and book exam invigilators.
- Ensure students have their individual needs catered for, so that they are able to access the exam content regardless of additional needs e.g., Booking scribes, readers etc.
- Provide accurate support in connection with all examinations and key stage data entries
- Undertake data collection, collation and analysis and regular reporting.
- Analyse and provide data for specific groups for individual subjects, year groups, classes, students and teachers, following the schools schedule.
- Ensure data is regularly extracted, manipulated and analysed in order for the Senior Leadership Team to provide relevant and appropriate support, interventions and enrichment to students at all key stages.
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values.
- Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment.
- All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary.
- All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role.
- This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

Person Specification

Experience

Working with young people

Working in a school setting.

Qualifications

A good standard of general education

Other

Committed and reliable member of our support staff team

Adaptable with a flexible and proactive approach

Ability to work at pace with a high degree of accuracy

Self-motivating

Have a 'can do' attitude and be prepared to help out the rest of the team in a willing and positive manner

High professional standards

A willingness to learn and undertake training

A good team player

Willingness and ability to obtain and/or enhance qualifications and training for the development in the post.

Evidence of recent training and professional development.

Skills and knowledge

Ability to deal with a varied workload

Excellent inter and intra personal communication skills

Good administration skills – ICT literate

Multitasking

Attention to detail

Prioritising workload

Knowledge of safeguarding

Remaining calm

Maintaining confidentiality

Able to take and follow instruction

Be literate and numerate

Understanding of safeguarding

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.