

TENBURY HIGH

ORMISTON ACADEMY



A role at Tenbury High Ormiston Academy offers a future working with extraordinary children within an exceptional team.

JOB TITLE: Exams Officer (an average of 24 hours a week term time only plus 3 TEDs and 2 days during summer holidays). Hours to be discussed directly at interview but will include some full-time weeks during exam season

START DATE: 23rd September 2024

SALARY: Actual salary of £14,817 - £15,250
(Full time equivalent £25,979 - £27, 334)



Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, WR15 8EJ

www.tenburyhighormistonacademy.co.uk

T: 01584 810304



Exams Officer

Tenbury High Ormiston Academy is a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. It is part of Ormiston Academies Trust (OAT) which is one of the largest not-for-profit multi-academy trusts in England. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom. This aligns with Tenbury High's vision of *High Achievement Outstanding Care*.

Our pupils at Tenbury High are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be. In a very recent Ofsted inspection, inspectors described our pupils as confident, polite and pleasant. Inspectors recognised leaders were ambitious in all aspects of school improvement and have led and embedded significant and impressive change across all aspects of school life.

"Leaders and staff want the best for all their pupils and convey this through their positive interactions, both around the school and in lessons.. "(Ofsted 2024)

"Leaders, staff and pupils are all rightly proud of their school and of all the improvements that they have made together over the past few terms " (Ofsted 2024)

We are seeking to appoint an enthusiastic Exams Officer to join our successful and ambitious academy.

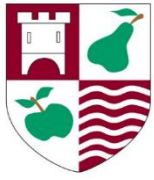
Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and genuinely proud of the academy;
- Staff and pupil relationships are excellent
- We have a stable and very committed, welcoming and hardworking staff
- Our staff teams work collaboratively and supportively to provide the best provision for our pupils
- We offer an innovative, effective and bespoke CPD model providing regular opportunities for professional development
- We have a highly supportive and engaged board of governors and an equally supportive local community and multi academy trust

We hope that you will apply if you:

- have a positive, caring and inclusive outlook
- can work well under pressure
- enjoy a challenge and making a difference to the life chances of all our pupils
- set high standards and inspire pupils and staff to meet them

Please visit the school website tenburyhighormistonacademy.co.uk to find out more about us.



TENBURYHIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr A Wilks
Assistant Principal: Mr K Williams

[OAT]
Ormiston Academies Trust
AN OAT ACADEMY



A Specialist Science and
Mathematics College

June 2024

Dear Applicant

Exams Officer

Thank you very much for the interest that you have shown in the above post at Tenbury High Ormiston Academy.

We are a unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. Our pupils are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be.

We are looking to appoint an organised, resilient, and highly flexible Exams officer to start with us on Monday 23rd September 2024. The post sits within our support staff structure and will be line managed by our Assistant Principal with responsibility for Assessment and Progress.

The post holder will play a pivotal role in the administration, management and conducting of exams across key stage four (years 10 and 11). The successful candidate will be an excellent communicator, liaising with a range of internal and external stakeholders including parents, pupils, heads of department, teachers and invigilation staff. The postholder will need to be flexible in the hours they can work; large parts of the year, the post will be fewer hours a week (even working from home) whilst at other times of the year, such as internal mock examinations and the summer exam season, the hours will be full time.

There will be full training and handover provided as well as ongoing training opportunities plus excellent line management from the senior leadership team.

We would encourage all prospective candidates to visit the academy to tour and meet with other members of the staff and our pupils. I also encourage you to visit our website; take a look at our Facebook page and email Christine Sheppard (csheppard@tenburyhigh.co.uk) if you have any specific questions or to book a tour of the school.

I am grateful for the interest that you have shown and would urge you to apply for the post by completing and returning the application form. The closing date for applications is 12th July 2024.

Since we frequently require a rapid response from referees, it would be very helpful if you could be sure to include a telephone contact number and, if possible, an email address for each referee. It would also be helpful if you could include your own email address on your application.

Please note that interviews are planned for week commencing 15th July 2024.

I do understand the effort required to submit an application and appreciate the time that you will take to do so.

Yours sincerely

Vicki Dean
Principal

Job Description

Main Purpose of Role:

To be responsible for all aspects of administration and organisation of internal and external examinations.

Main Duties and Responsibilities:

1. Exams Officer

- Liaise with a wide range of internal and external stakeholders, including pupils, parents, SLT, Heads of Faculties, teachers, office manager, SENCO, site staff, IT staff and awarding organisations.
- Being aware of examination changes each academic year.
- Managing invigilators for exams. This includes arranging any training for new invigilators and updating existing invigilators on rules and regulation changes on an annual basis.
- Updating examination-related policies.
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for pupils and staff; creating seating plans for examination rooms; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Supporting the process relating to access arrangements (for example; supporting the SENCo in rooming and managing access arrangements etc)
- Lead a small invigilator team including staffing and training.
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.
- Contingency planning.
- Managing the malpractice process.
- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate.
- Dealing with requests and administering post-results services.
- Issuing examination certificates.

Other Duties

- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Be prepared to undertake professional development and training including whole school training days (if required).

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & training	<p>The Exams Officer should have:</p> <ul style="list-style-type: none"> English and Maths to GCSE/ Standard Grade or beyond Relevant administration experience. be numerate and accurate excellent communication skills, both verbal and written Experience Microsoft Excel and Word 	
Experience	<p>The Exams Officer should have:</p> <ul style="list-style-type: none"> worked in an office environment/school environment experience of working successfully and co-operating as a member of a team Work on own initiative Worked in a pressured environment 	<p>:</p> <ul style="list-style-type: none"> experience of exams process office experience of at least 2 years has experience of invigilation
Professional Values	<p>The Exams Officer will:</p> <ul style="list-style-type: none"> wish to work within a School and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body establish and maintain good professional relationships with pupils, parents and colleagues adopt a flexible approach to working 	
Knowledge and understanding	<p>The Exams Officer should:</p> <ul style="list-style-type: none"> be confident in the use of email and database programs be confident in the use of Word and have an understanding of Excel and Powerpoint. 	<ul style="list-style-type: none"> experience of working with school management programmes understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
Skills	<p>The Exams Officer should:</p> <ul style="list-style-type: none"> promote the school's aims positively establish and develop appropriate relationships with parents, governors and local community communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; promote a positive working environment; be able to prioritise workloads; have excellent time management and organisational skills; be able to work under pressure and meet deadlines produce accurate work be able to use initiative 	
Personal characteristics	<p>The Exams Officer should be:</p> <ul style="list-style-type: none"> knowledgeable and highly competent punctual approachable and empathetic creative and enthusiastic organised and resourceful committed of smart appearance 	

Special requirements	The Exams Officer should: <ul style="list-style-type: none">• have or be willing to undergo an Enhanced DBS disclosure check• be willing to undergo a pre-employment health check	
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