



Sheldon School  
Chippenham

# Candidate Information



**Examinations Officer**

**Closing Date: Monday 1<sup>st</sup> July 2024, Noon**  
**Interview Date: Week Commencing 8<sup>th</sup> July 2024**

# Contents

..... 3

**Cover Letter**..... 3

**Job Description**..... 5

**Person Specification** ..... 9

..... 10



# Sheldon School

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## Cover Letter

June 2024

Dear Applicant,

**Vacancy for an Examinations Officer**  
**Hours of work: 37 hours per week, 43 working weeks per year**  
**Salary: Grade I Points 18-20**

Thank you for your interest in working with us at Sheldon School. We have an exciting opportunity for a highly organised, approachable and talented individual to join a school whose expectations and aspirations are high for all our young people, whatever their talents.

The role of Examinations Officer offers a unique opportunity to play a key part in supporting both students and the wider school community through the exams process, for both internal, and public assessments. The post-holder will need to draw upon very strong interpersonal and organisational skills, always applying a keen eye for detail. The successful candidate will be a strong communicator who can interact with all of our students, demonstrating empathy and understanding and appreciate that for many of our students, exams present a daunting prospect. They will also work with our Teachers and Leadership Team (LT) helping students to understand why exam conditions and regulations need to be in place. This role is suited to an individual who thrives on being busy at key points throughout the Exam periods, takes delight seeing their planning and organisational skills through to fruition and successfully leads and motivates their team. It would be advantageous for the successful candidate to have experience of exam working at both GCSE and A Levels.

We offer a very generous local government pension scheme, free parking, employee assistance programme and a number of other staff wellbeing benefits. Supporting this, we provide all colleagues who join us a full programme of induction and support, and there is a continual focus on staff development and wellbeing. You would be joining a hardworking and supportive team which has a strong collegiate atmosphere and I can assure you that, were you to join us, you would find immense satisfaction in the job that you do here.

Sheldon School 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 candidates will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Sheldon is a great school. I am continually impressed by the positivity of the staff and the atmosphere around the school that is overwhelmingly happy and shows our students to be enjoying their learning in a thriving environment. It's simply a pleasure to come to work each day. I think you will find staff will say the same to you were you to ask them.

Fuller details are included to outline the all-round offer, but please also take the time to look at what happens in the school day-to-day by visiting our website. I hope that, having read the information, you will be keen to apply.

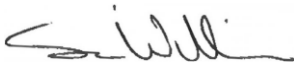
If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application. To apply, please complete the My New Term Application Form using the Supporting Statement section of the form to detail your suitability for the role, your motivation for making an application and how your knowledge, experience and training meet the person specification.

The closing date for applications is: **Monday 1<sup>st</sup> July 2024, noon.**

We hope to hold interviews week commencing **08<sup>th</sup> July 2024.**

I thank you for your interest in Sheldon School and wish you success in your future career.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S Williams', written in a cursive style.

Simon Williams  
**Business Manager**

## Job Description

<b>Postholder</b>	Examinations Officer
<b>Line Manager</b>	Deputy Headteacher
<b>Salary/Scale of Post</b>	Grade I 18-20 (starting salary £32,076, rising to £33,945), based on full time equivalent. Actual starting salary £30,542.42 per annum, £16.6258 per hour, 43 working weeks and 49.45 paid weeks per year.
<b>Hours of Work</b>	37 hours per week, 43 weeks per year. A flexible approach to hours including early starts and late finishes is required to accommodate the demands of internal and external exams seasons throughout the year. The post-holder will discuss and agree working patterns with the Deputy Headteacher to meet the requirements of the exams calendar and flexibility throughout the rest of the year.
<b>Post Purpose</b>	To oversee and organise the smooth running of public exams and internal assessments across the school.
<b>Main duties</b>	<p>The post holder will have a strategic oversight for the planning and administration of all examinations in conjunction with their LT link, including external exams and internal mock exams.</p> <p>To be responsible for managing the effective administration of all external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and to have an overview of all external examinations that do not follow JCQ regulations and mock exams.</p> <p>To ensure the school is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations and assessments at all times.</p> <p>To act on behalf of, and be the main contact for, the school in matters relating to the general administration of awarding body examinations and assessments, including inspections.</p> <p>To liaise with Key Stakeholders (internal and external) to ensure exams administration processes are strictly followed and key deadlines met.</p>



- Specific Duties

#### Line Management

- Line manage, develop and coach the Examinations Administration Assistant and Invigilators.
- Ensures that sufficient external invigilators are employed in line with safer recruitment practises and with support from HR.
- Schedule and records all induction and ongoing training requirements for the Examinations Administration Assistant, Invigilators and own.

#### Examination Preparation

- Annually liaise with Deputy Headteacher and Faculty Heads regarding the qualifications being offered during that academic year.
- In conjunction with Faculty Heads, processes all external examination entries and amendments, ensuring these are accurate with the input of teaching staff.
- Manage the examinations budget and forecasts any significant alterations in funding requirements prior to March annually.
- Receives and accounts for money in respect of resits, postage or any other chargeable examination expense.
- Liaising with our Digital Marketing Lead to ensure our website is up to date with all information relating to exams.
- Administration of the access rights for secure exam board websites ensuring timely amendments as changes to staff occurs.
- Carry out in accordance with DofE checking exercises in conjunction with the Deputy Headteacher.
- Maintain and develop systems to manage and coordinate all aspects of the exams administration process.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exam plan).
- Communicate clear internal deadlines and processes for gathering/sharing exam related information from/with relevant internal stakeholders.
- Responsible for the JCQ Centre Inspection, an unannounced visit. Proactively liaise with LT regarding any concerns around JCQ compliance.
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
- Work with LT to review and formulate robust exams contingency plan and policy.
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.

- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- Liaises with the SENCO representatives regarding access arrangements for candidates where necessary and ensuring appropriate exam conditions for such students.
- Confirm relevant internal stakeholders' complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.

#### During Examinations

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- With support from the Site Team ensure all exam accommodation is prepared in accordance with the requirements.
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- Effectively deploy fully trained invigilators to exam rooms according to the requirements.
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Support the LT in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

#### After Examinations

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post results services.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.
- Effectively use internal and external IT systems to access and manage awarding body results information.
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.
- Receives and issues results throughout the school year and especially during August when attendance on the relevant days is required.

<b>Other Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be the point of contact for all students and staff for any exam related questions including results.</li> <li>• Undertake training, update or review sessions as required.</li> <li>• Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the LT link responsible for examinations, for example, the preparation for and conduct of internal examinations under external examination conditions and other exams-related administrative tasks.</li> <li>• Responsible for promoting and safeguarding the welfare of children and young persons that you might come into contact with during the course of your day-to-day duties around the school site.</li> </ul>
<b>General Conditions</b>	<p>All duties must be carried out complying with:</p> <ul style="list-style-type: none"> <li>• The Health &amp; Safety at Work Act.</li> <li>• Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.</li> <li>• The General Data Protection Regulation (GDPR).</li> <li>• Relevant nationally-agreed codes of practice.</li> <li>• Disability Rights Act and SEN Discrimination Act.</li> <li>• Children’s Act 2014 Equality Act</li> </ul>
<b>Key Stakeholders</b>	<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Students and their families</li> <li>• Faculty Heads, Year Heads, Subject Leads and all other teaching staff</li> <li>• SENCO, Teacher of the Deaf, Learning Support</li> <li>• SLT</li> <li>• Support Teams such as Pastoral, Premises, ICT, Reprographics and Attendance Admin</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Exam boards</li> <li>• JCQ</li> <li>• External Examiners</li> </ul>
	<p><i>The job description is not a finalised definition of the post. It will be reviewed at key points based upon skills, experience and the interests of the post-holder. It may be amended from time to time after consultation with the post-holder and without changing the level of responsibility of the post.</i></p>

*Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure. In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates’ suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*



## Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required. The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

	Essential	Desirable
<b>Qualifications</b>		
Achieved GCSE grade 4/ C in Maths and English or NVQ Level 3 in relevant fields. Or gained relevant qualification to similar equivalent level of competence at English and maths.	<b>X</b>	
<b>Experience</b>		
Previous experience of organising the public Examination process with an up-to-date knowledge and understanding of the procedures pertaining to Exam Board requirements	<b>X</b>	
Understanding of current developments in secondary school curriculum and exam systems		<b>X</b>
Understanding and knowledge of the qualifications contributing to league tables & ability to understand data effectively		<b>X</b>
Excellent ICT skills, experience of using Microsoft Word, Excel and SIMS.net	<b>X</b>	
<b>Skills and Qualities</b>		
Personable, approachable and courteous at all times.	<b>X</b>	
Ability to organise and prioritise workload and work on own initiative	<b>X</b>	
Excellent written and oral communication at all levels	<b>X</b>	
Ability to work under pressure while maintaining a positive, calm and professional attitude	<b>X</b>	
Ability to ensure that own and team deadlines are met	<b>X</b>	
Ability to work independently	<b>X</b>	
Attention to detail in communication and planning	<b>X</b>	
Ability to problem-solve	<b>X</b>	
Experience of leading, developing and coaching a team of people	<b>X</b>	
Ability to liaise effectively with a wide range of people at different levels	<b>X</b>	
High levels of integrity, dedication and commitment	<b>X</b>	
<b>Vision and Values</b>		
Vision and values aligned with the school's high aspirations and high expectations for all children, staff and families	<b>X</b>	
Skilful management and understanding of how to secure strong relationships with other school staff, families, trustees and other external relationships	<b>X</b>	
<b>Safeguarding</b>		
Ability to demonstrate and understanding of safeguarding responsibilities	<b>X</b>	



# Sheldon School

Chippenham



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