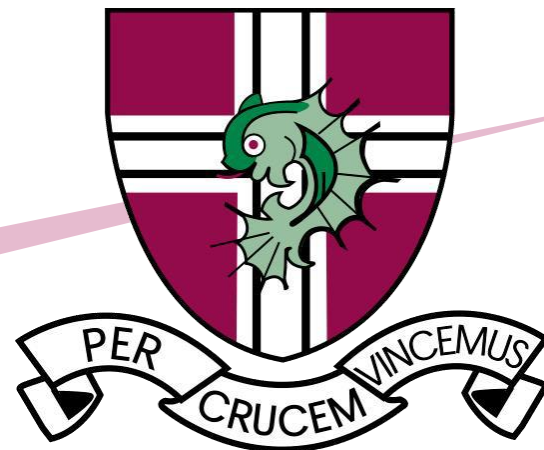


St John Fisher

Catholic Voluntary Academy



Information for Examinations Officer candidates

St John Fisher Catholic Voluntary Academy

Examinations Officer

Hours: 8am – 4pm Monday to Friday (some flexibility). Term Time plus 5 days.

Pay Scale & Salary: Grade 8, Point 19 – 22: £29,777 - £31,364 per annum FTE

Actual Salary: £26,290 - £27,692



Letter from the Headteacher

It is my pleasure to welcome you to St John Fisher, an 11-18 voluntary aided Academy with approximately 1000 students on roll. It is one of 15 Catholic schools that form the Blessed Peter Snow Academy Trust across the local authorities of Kirklees and Calderdale. Currently, St John Fisher is the sole secondary school within the Trust.

We seek to appoint an outstanding Examinations Officer. This is a key role within our curriculum and assessment team and we seek a candidate who is proactive and determined to continue to drive improvements in this important area of school.

Our school is unrecognisable from the description in the January 2023 Ofsted report. We have since had 3 very positive monitoring visits. The students at St John Fisher are wonderful young people who deserve the very best teachers, leaders and support staff. Since joining the school in April 2023, staff have worked tirelessly to deliver significant improvements for children across all aspects of the school, but particularly with regard to behaviour, attendance and safeguarding. This is just the beginning. It is our ambition to become the best Catholic school in Yorkshire. I would strongly advise any interested candidates to come for a tour of the school with me during the school day and see it in action for yourself.

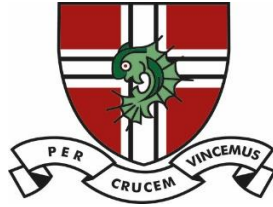
I believe we are building a team of outstanding practitioners who will make St John Fisher an incredible school. The successful appointment to this key role will be pivotal in our continued improvement. Therefore, we seek the very best. We are proud of our team ethos, our talented teachers and our dedicated support staff who guide and nurture our students when they require additional help, or when they make mistakes and we do this regardless of background, circumstance or prior academic attainment.

I warmly welcome you to come and see the school for yourself.

Mr K. Mackey
Headteacher

Appointment Procedure:

Closing Date:	12 noon, Monday 13 th January 2025
Shortlist:	Monday 13 th January 2025
Interview:	Thursday 16 th January 2025



St John Fisher Catholic Voluntary Academy

Headteacher: Mr Karl Mackey

Job Title: Examinations Officer	
Work Location: St John Fisher Catholic Voluntary Academy	Salary: Grade 8, Point 19 – 22: £29,777 - £31,364 per annum FTE Actual Salary: £26,290 - £27,692
Reports To: Deputy Headteacher	

Job Purpose

- To be responsible for/ the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process
- To provide support, advice and guidance to the head of centre/senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To complete the Exams Officer Professional Standards on annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the Exams Officer Professional Standards Values and Attributes statement
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed
- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, support the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Key Responsibilities

Planning - Before examinations

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)

- Ensure familiarity with the centre's Management Information System (MIS)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- 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 exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- 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
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
- Submit registrations, examination entries and certification claims by the deadline(s)
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators
- 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 as a last resort once all other options have been exhausted) 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 prior to these taking place
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

Exam time - During examinations

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- 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 head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- 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
- Results and Post-Results
- 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
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- 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

Other

- Successfully complete/adhere to the Exams Officer Professional Standards on an annual basis
- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
- Acquire/develop the skills required to undertake the role effectively and efficiently
- Engage in the centre's Appraisal/Professional Development Programme
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related or internal assessment administrative tasks

General Responsibilities

- Deliver reception duties including directing and filtering calls and dealing with visitors
- Give advice & information about the school to parents, pupils & visitors over the phone & via email

- Provide administrative support for the organisation of Parent's Evenings. Options Evenings and other events as necessary.
- To promote equal opportunities in the school and support the wider Trust EDI (Equality, Diversity & Inclusion) policy
- To actively promote the aims and ethos of the school
- To support the school's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the Headteacher
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies
- To undertake an enhanced DBS

St John Fisher is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to a satisfactory Disclosure and Barring Service check.

To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

This job description will be updated on a regular basis in consultation with the postholder. While every attempt has been made to make this job description exhaustive, there may be occasions when the specifics require review and/or the postholder may be asked to carry out additional, reasonable, requests of the Headteacher.



St John Fisher Catholic Voluntary Academy

Person Specification for Examinations Officer

The application form will be used to determine whether candidates adequately meet at least the essential criteria in order to be shortlisted for interview. The criteria will be assessed both during the application and interview process.

Qualifications/Knowledge/Skills/Experience:

Criteria	Essential	Desirable	Measured
Degree or industry qualification in Data Management / Analysis or significant experience in this area		✓	App
Be detail-orientated but also able to recognise big picture trends and how we develop strategic level insights for the school and wider Trust	✓		App / Int
Proficient with processing both qualitative and quantitative data, collecting, processing, presenting, storing and sharing in the right manner	✓		App / Int
Knowledge of school reporting requirements	✓		App / Int
Proficient in using MS Excel or equivalent software to curate reports and strong numerical skills	✓		App / Int
Experience of using SISRA (or willingness to learn)	✓		App / Int
Experience of timetable management	✓		App / Int
Able to influence, communicate and engage with stakeholders at all levels – both internally and externally	✓		App / Int
Able to manage multiple projects, systems and data sets – being able to keep track of how they interrelate	✓		App / Int
Able to work independently as well as collaboratively with other teams to achieve organisational goals	✓		App / Int
Understanding how to tailor the presentation of information to suit the needs of different audiences	✓		App / Int
Experience of using SIMS	✓		App / Int
Experience of using CPOMS (or willingness to learn)	✓		App / Int
Experience of working in a busy reception area and of working in a school environment is required, preferably with some knowledge of school data systems	✓		App / Int
Ability to communicate positively and effectively at all levels with excellent written and spoken English	✓		App / Int
Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail	✓		App / Int

Additional

Criteria	Essential	Desirable	Measured
An understanding of relevant legislation concerning Safeguarding	✓		App / Int
Clear commitment and understanding of Trust ethos, vision and values and ability to uphold them	✓		App / Int

High levels of interpersonal and communication skills and the ability to build relationships and influence at all levels	✓		App / Int
To be fully up to date with current issues and developments in education	✓		App / Int
To uphold the academy's reputation at all times	✓		App / Int
To be willing to participate in a programme of personal development and training	✓		App / Int
To be willing to take part in the Academy Performance Management process	✓		App / Int