



Birchwood High School



Examinations Officer Recruitment Pack



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Letter to applicants

Dear Applicant,

Thank you for showing interest in our Examinations Officer vacancy. Birchwood High School is a fantastic place to work and I have great privilege to lead an inspired team of staff who are dedicated to the education of our 1400 students. It is a school where we get the balance right between academic progress, pastoral support & welfare and curriculum enrichment. This was reflected in our Ofsted Inspection (June 2019) where we were judged to be Good in all areas.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress. It is a 'comprehensive' mix of keen and enthusiastic students who make the days and weeks fly by.

We are looking to appoint a well organised individual to play a key part in supporting both students and the wider school community through the exam process for both internal and external examinations. You will require strong interpersonal and organisational skills who has a keen eye for detail. This role is suited to an individual who already has some experience of exam working at both GCSE and A levels and who thrives on being busy at key points throughout the Exam periods.

This role is advertised as a term-time plus contract. As such, based on the number of weeks and hours worked and inclusive of holiday, the actual pro-rated salary will be around £33,100 per annum plus fringe allowance.

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than 9.00am on **Tuesday, 9th July 2024**. Interviews will be held soon after.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Louisa Atherton directly on recruitment@birchwoodhigh.org.uk.

Yours sincerely

Mr Sam Griffin
Principal



About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G Astroturf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.

Our School Values and Ethos

Our core values are encompassed in our mission statement:

“ At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe. ”

“your dreams, your future, our challenge”



Key facts and statistics

Location:

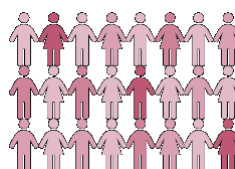
Bishop's Stortford

Status:

Single Academy Trust
(established in 2011)

11-18 Yrs
Age Range

1179
Students
Yr7 to Yr11



227
Students in
Sixth Form



Rated **good** in JUNE 2019

21%
SEND

11%
EAL

13.6%
FSM

12.4%
PUPIL
PREMIUM



JOB DESCRIPTION: Examinations Officer

- Hours of work:** 37 hours per week between 8.00am to 4.00pm (open to some flexibility) with a 30 minute unpaid break
- Working Weeks:** 41 weeks each Academic year (38 weeks term time only plus the occasional training day plus additional days in the school holidays including both result days and the day before the results days in the Summer holiday)
- Salary:** **Grade H9 SCP 28 (Range 28 -31) £36,648 - £39,186 per annum plus fringe FTE**
- Reporting to:** Assistant Principal
- Responsible for:** Deputy Exams Officer and Invigilation team

Duties and Responsibilities

- Administer all aspects of public and internal examinations throughout the school
- Maintain effective communications with Exam Boards personnel
- Facilitate accurate and timely communications amongst the school staff and students so all are aware of deadlines, responses and timings of exam arrangements
- Manage all examinations, both internal and external, including controlled assessments and room bookings for examinations including the resolution of clashes.
- Preparation and organisation of examination materials ensuring they are in place for the start of the examination, collected, and stored securely in accordance with the exam board regulations.
- In liaison with the SENDCo and Deputy SENDCo ensure that assessment dates and paperwork is organised, attend and support the assessor during the assessments and inform parents/students/teaching staff of the outcomes.
- Liaise with the SENDCo to make necessary arrangements for students who have special requirements for exams ensuring that they are seated appropriately and any additional training to invigilators is provided. Ensure that training of students in the use of supportive access arrangement aids – reader pens, rest breaks etc has been organized.
- Put in place and implement school policies on examinations and assessments and ensure that all awarding body regulations are adhered to.
- Manage a team of invigilators ensuring that all examinations are covered accordingly with staff. Ensure that training is completed in liaison with the school's safeguarding DSP and JCQ requirements.
- Deal with complex examination queries and respond to enquiries from staff, students, parents, exam boards and third parties.
- Coordinate all cases of plagiarism, malpractice, appeals and special consideration for onward transmission and consideration by the awarding body.
- Oversee the receipt, checking of and distribution of Examination results and certificates including, Enquiries after Results and Return of Scripts.
- Be available on the days that GCE, BTEC and GCSE examination results are published, and the day that GCE, BTEC and GCSE examination results are issued.
- Represent the school at awarding body meetings, conferences and other events as appropriate to keep up to date with the necessary policies, procedures, rules and regulations laid down by the different awarding bodies and JCQ.
- Maintain a detailed working knowledge of all areas of Arbor.



JOB DESCRIPTION: Examinations Officer

Other duties:

- Keep up to date with and inform relevant staff of changes to JCQ regulations
- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Maintain Staff and Pupil confidentiality
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required.
- Undertaking any other duties commensurate with the level of responsibility that may be allocated from time to time by the Principal, Deputy Principal and Assistant Principal.



PERSON SPECIFICATION: Examinations Officer

| | Essential | Desirable |
|---------------------------------------|--|---|
| Qualifications and experience: | <p>Minimum of 4 GCSEs or equivalent in a broad range of subjects with English and Maths at 4 – 9 (A* - C)</p> <p>Experience of working in a secondary educational setting.</p> <p>Previous experience of working in a pressurised and fast-paced environment.</p> | <p>Previous experience of administering public examinations and accreditation procedures in a similar setting</p> <p>Experience of working with Arbor</p> |
| Knowledge and skills: | <p>Excellent IT skills, particularly Microsoft Office packages.</p> <p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with students and adults.</p> <p>Knowledge and experience of JCQ regulations</p> <p>Ability to identify own training and development needs.</p> | <p>Previous staff supervision</p> <p>Able to speak with confidence and accuracy</p> |
| Personal qualities: | <p>Effective time management skills, well organised with the ability to plan and prioritise own workload to meet deadlines.</p> <p>Able to deal with all people (colleagues, parents and students) in a polite and courteous manner, showing firmness when necessary.</p> <p>Sets high standards and is comfortable being a role model for students and staff.</p> <p>Able to remain calm, cheerful and in control of a variety of often demanding and changing situations, particularly when under pressure, and overcome setbacks.</p> <p>A 'can do' approach and who is willing to make a significant contribution to the life of the school</p> <p>Capacity to work during school holiday periods.</p> | <p>Flexible approach to work / working hours</p> |

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates.

Completing your application pack

Application Form

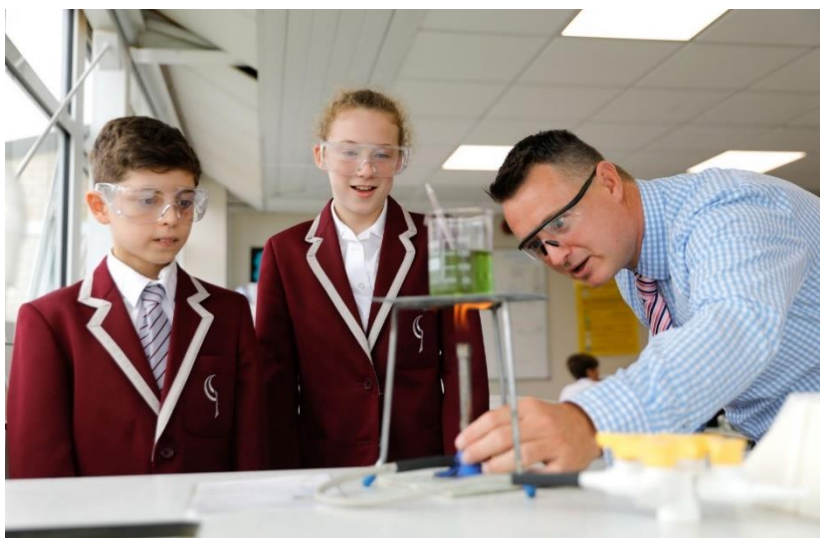
Applicants must use the staff application form provided on my newterm(CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



Important Information

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|-------------------------|---|
| Salary: | Hay Scale 9 SCP 23 (Range 28 – 31) £36,648 – £39,186 FTE plus fringe allowance |
| Start date: | 1st September 2024 |
| Hours of Work: | 37 hours per week between 8.00am to 4.00pm (open to some flexibility) with a 30 minute unpaid break |
| Working weeks: | 41 weeks each Academic Year (38 weeks term time plus the occasional training day plus additional days in the holiday including both result days and the day before the results days in the Summer holiday) |
| Closing date: | Tuesday, 9th July 2024 at 9.00am |
| Interview dates: | Interviews will be held soon after |

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| Any questions, call our HR Manager Louisa Atherton | 01279 756376 |
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Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2023).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



The ABC of being a Birchwood student:
Achieve, Belong, Conquer!



Birchwood High School
Parsonage Lane, Bishop's Stortford,
Hertfordshire CM23 5BD
www.birchwoodonline.co.uk