



**The Wherry School
Specialist School for ASD Learners
Supported by The Wherry School Trust
The Wherry School,
Hall Road,
Norwich
NR1 2GB**

Exams Officer / Administrator: 37 hours per week, term time + 1 week (3 Inset Days + 2 Results Days)

Starting September 2024 or sooner

- **Exams Officer / Administrator**
- **Scale F £26,421 - £28,770 fte from September 2024.**

This is a unique and exciting opportunity to join the team of The Wherry School to support young people with autism working alongside teachers and staff with the passion to deliver a truly individualised curriculum. You will be joining our school staff in a newly built and resourced specialist setting for children with a diagnosis of autism and who possess a mainstream ability profile.

The Wherry School opened in September 2017 with 48 learners, initially in Years 1 to 8, and over the last seven years has grown to 117 students across the 4-19 age range. It has been established to meet a clear educational need in the area and is supported by a Trust and educational partners, all of whom are successfully providing outstanding education and/or support to children and young people in Norfolk.

The successful candidates will:

- Liaise with a wide range of internal and external stakeholders, including students, parents, Phase Leaders, teachers, reception staff, site staff, IT staff and awarding organisations
- Be aware of examination changes each academic year
- Manage invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Update examination-related policies
- Manage 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.
- Manage the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Support the process relating to access arrangements (for example; supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)

- Manage 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 plan
- Manage 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
- Deal with requests and administering post-results services
- Issue examination certificates
- Welcome visitors to the school and deal with their enquiries
- Answer the phone
- Administration relating to pupil attendance
- Managing email/post
- Use IT systems to draft letters, emails, reports, newsletters
- Monitor school supplies
- Keep financial records
- Keep paper and electronic records up to date
- Use reprographic equipment
- Order resources, paying invoices and banking cash
- Send key educational data about the school to the Department of Education or equivalent

Already working in a school, educational or specialist setting, or with relevant experience of working with children and young people, you have good knowledge of supporting pupils with autism and/or additional needs. The children and young people at the Wherry School need staff who are committed to supporting them to achieve the best possible outcomes and who have the highest aspirations for all. This is a unique opportunity to work with this specialist Educational Trust with the commitment to provide all staff ongoing training, continuing professional development and support as well as an extensive induction.

If you are interested in these posts please contact Colin Wheelhouse, Assistant Principal at office@thewherryschool.co.uk to find out more about the role (please include a contact number in your email).

You can view all of the information relating to this vacancy on our [My New Term Page](#) where you will be able to apply for this role. All applications must go via this platform.

- Closing date: 2nd August 2024
- Interview Process dates: tbc

The Wherry School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A full DBS check will be required for the successful candidate and all procedures and checks as in the school's Safeguarding Children Policy will be followed. The Wherry School is an Equal Opportunities Employer. In line with KCSIE 2023, the school may complete online searches of candidates. ***This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.***