



Samuel Whitbread Academy Application Pack

Examinations Officer





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INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 5th January 2025

Interview date: w/c Monday 13th January 2025

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Examinations Officer
Based at	Samuel Whitbread Academy
Salary / grade range	NJC Scale BBU09 Points 24-27 (FTE £34,314 - £37,035 per annum)
Responsible to	Assistant Principal
Hours	37.00 hours per week, 52 weeks per year

Purpose of Role

The position of the Exams Officer encompasses overseeing the effective and efficient administration of internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body; ensuring the integrity and security of the assessment process.

The post holder will represent the centre and serve as the primary contact for issues concerning the overall administration of examinations and assessments conducted by the awarding body. This role involves close collaboration with essential stakeholders, both external and internal, to guarantee that the processes for exam administration are adhered to rigorously.

An ethical approach is essential, and proactive measures should be implemented to prevent malpractice among both students and staff. This includes assisting the head of the center in taking all necessary actions to avert any instances of malpractice or maladministration before, during, and after the examinations.

Duties and Responsibilities

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- 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 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.
- Clearly communicate 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
- Evaluate, review and revise examination-related policies and procedures as mandated by regulations, ensuring they accurately represent the operational practices within the center
- Assist the Special Educational Needs Coordinator (SENCo) in the execution of examination access arrangements and appropriate adjustments for qualified candidates, while overseeing the submission of approval applications and the request for modified examination papers within the established deadlines
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator (EVC).

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)
- Request modified papers in accordance with the awarding body deadlines
- 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



- 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 Exam 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) 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

- 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.

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
- To produce statistical information in respect of examination results, as required by the Principal, governing body, Trust, LA and DfE.

Other

- Supervise, train and support the Deputy Exams Officer.
- 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



- To attend exam officer network meeting as required, in order to provide information or share knowledge, practice, and new functionality.
- Undertake training, update or review sessions as required
- Undertake other duties commensurate 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 administrative tasks

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Examinations Officer

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Diploma or equivalent • Evidence of recent professional development. • Experience of leading Exams team in a School or Higher Education environment 	<ul style="list-style-type: none"> • Degree
Professional Experience	<ul style="list-style-type: none"> • Experience of managing an Examinations Team responsible for external and internal exams, including A, AS, BTEC and GCSE exams • Experience of using an MIS system to manage exams. • Ability to solve problems and design solutions, including when under pressure to strict deadlines. • Ability to keep accurate records and work within agreed statutory and legal frameworks and policies 	<ul style="list-style-type: none"> • Experience of using Bromcom in an exams capacity
Professional Skills & Knowledge	<ul style="list-style-type: none"> • Ability to lead, organise, manage, deploy and motivate teams and demonstrate leadership and people management skills • Ability to plan and prioritise work programmes (own and others'), work to deadlines and manage conflicting priorities • Ability to identify own training and development needs and those of team members and participate / propose activities to address them • Ability to manage continuous professional development and staff appraisal and share knowledge with team members and support and encourage their development • Ability to secure staff accountability • Ability to coach and mentor others and lead by example. 	



Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and committed to supporting children and young adults • Willingness to undertake further training as appropriate. • Ability to work with autonomy within set boundaries • Willingness to be flexible in relation to demand/hours and role. • Excellent organisational and communication skills • Excellent negotiating skills and the ability to hold a balanced viewpoint • Honesty and integrity • A productive team player with a good sense of humour 	
Physical	<ul style="list-style-type: none"> • Ability to deal with goods inwards including some physical lifting 	
Other	<ul style="list-style-type: none"> • Knowledge of relevant safeguarding/ child protection legislation and best practice • Values and respects the views and needs of children and young people • Appropriate DBS clearance (before post is taken up) • Willingness to undertake additional training as necessary 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

