

# The Bishops' Blue Coat CE High School

**Post of: Examinations Officer**



## **Application Pack**

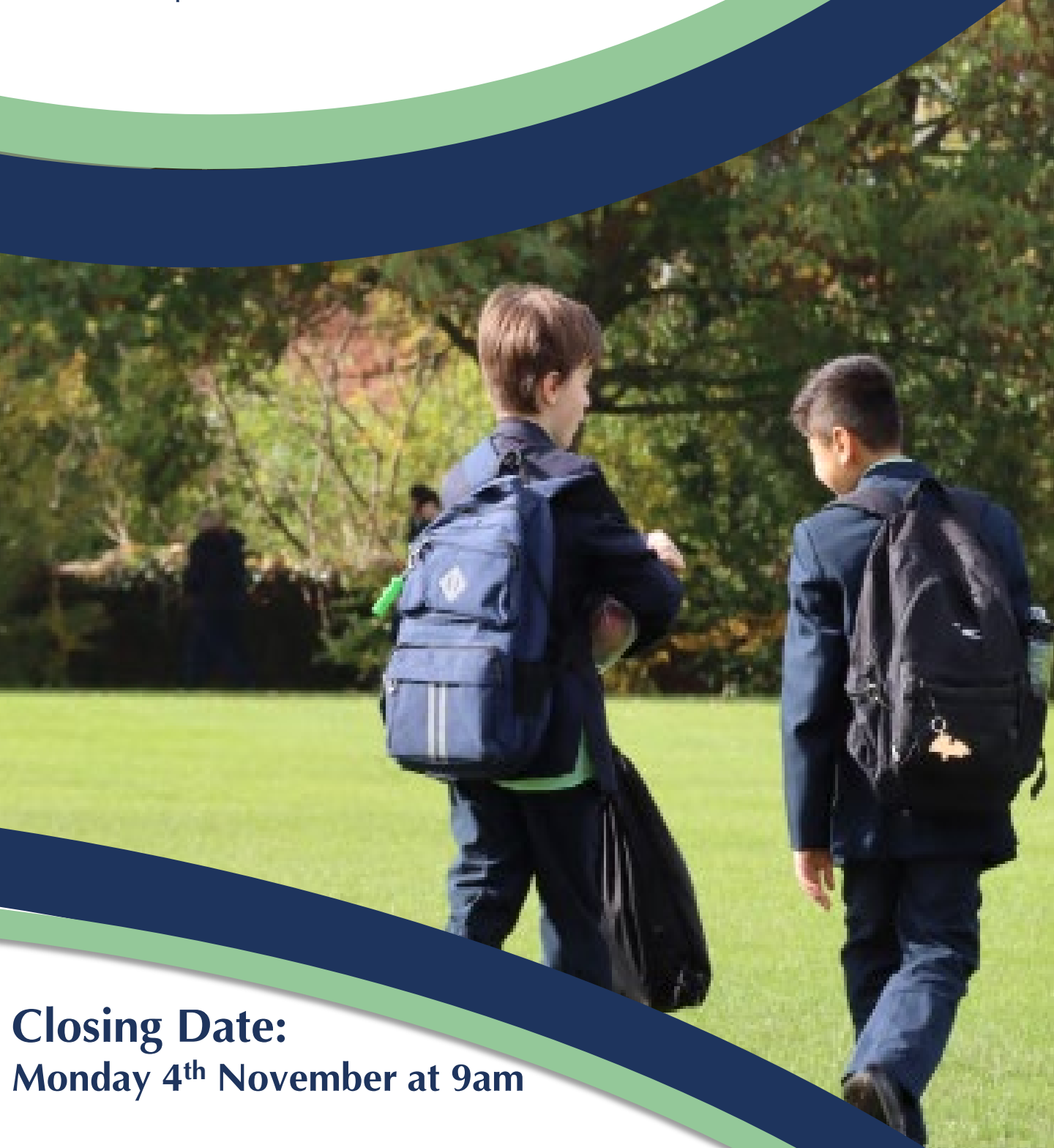
Academy Grade 6 (points 11-17, £26,914 - £29,806 pay award pending (pro rata)

Actual salary for 30 hours per week , 41 weeks £19,794 - £21,921

Plus, membership of the Local Government Pension Scheme

Part time or Full time, 41 weeks per year,

Permanent position



**Closing Date:**

**Monday 4<sup>th</sup> November at 9am**

[www.bishopschester.co.uk/careers-vacancies](http://www.bishopschester.co.uk/careers-vacancies)

# The Bishops' Blue Coat CE High School



## Join Our Team and Make a Difference in the Quality of Education at Bishops'

Thank you for downloading our recruitment pack, I appreciate your interest in this position and hope that the information provided will inspire you to join our mission and vision. Our goal is to cultivate a thriving educational community where every student is valued, so they can flourish and become their best selves. We empower our students to be confident, lifelong learners, responsible citizens, and compassionate individuals both personally and spiritually by knowing, nurturing, and inspiring them.

As a forward-thinking school, Bishops' has an excellent reputation and is dedicated to achieving outstanding performance in all aspects. Our team is committed to fostering positive relationships with staff and students, and we believe in the professional development of all members. If you share our vision and are interested in the position, please download our application form from the website and submit a letter of support that addresses how you meet the Person Specification. I look forward to hearing from you.

If you share the School's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk) by the closing date.



**Helen Cairns**  
Headteacher



## VACANCY EXAMINATIONS OFFICER

**Grade 6 (Point 11-17) £26,914 - £29,806 (Pro rata £19,794 - £21,921)**

**Minimum of 30 hours per week, four days per week, term time plus 2 weeks, ie 41 weeks per year (but 37 hours per week during period of external exams (approx. 6<sup>th</sup> May – 28 June), ie 7 weeks excluding half term)**

**8.30am-4.30pm, four days a week.**

*A full time (37 hours per week), 41 week role would be considered for the right candidate.*

We wish to appoint a competent and reliable individual to manage the examinations process, both for internal and external exams. You will work with a high degree of accuracy to ensure that 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. You will help to support the school in ensuring that our students have a positive experience of the examination process which will help them gain examination results in line with their potential. We are willing to consider a full time, ie 37 hours per week role, 41 weeks per year, to suit the right candidate, with some flexibility to take up to two weeks off in term time during quieter periods and work during the school holidays instead.

The Bishops' Blue Coat C of E High School is a high achieving and supportive school, where all are known, nurtured and inspired to flourish. We are committed to ensuring high quality learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with very good relationships between staff and students. We have a strong commitment to the professional development of all.

If you would be interested in joining us, please download a Support Staff application pack from our website [www.bishopschester.co.uk/careers-vacancies/](http://www.bishopschester.co.uk/careers-vacancies/)

**Closing date: Monday 4<sup>th</sup> November at 9am**

**Interview Date: Wednesday 6<sup>th</sup> November**

If you have any questions regarding this role, please contact [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)

Please note that we reserve the right to close this vacancy early should we receive a high number of applications from suitably qualified candidates. Therefore, you are advised to submit your application as soon as possible.

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding.

## JOB DESCRIPTION

### EXAMINATIONS OFFICER

**Role:** Examinations Officer

**Salary:** Academy Grade 6 (point 11-17, £26,914 - £29,806- pay award pending (pro rata)

Actual salary for 30 hours per week, 41 weeks pa £19,794 - £21,921 plus membership of the Local Government Pension Scheme

**Hours:** Minimum of 30 hours a week, 41 weeks per week, (37 hours a week during period of external examination, 7 weeks excluding half term) or 37 hours a week 41 week per year.

There would also be some flexibility to take up to 2 weeks off during quieter periods in term time and work these hours during the school holidays instead.

#### **Purpose of the role:**

- To be responsible for the management, administration and organisation of the examination process at Bishops', both for internal and external exams.
- To support the head of centre 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 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 internal and external stakeholders, including students, parents, teachers and awarding bodies, to ensure exams administration processes are strictly followed and deadlines met.
- Take an ethical approach and work proactively to avoid malpractice among students and staff, whilst supporting the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place.

#### **Main duties and responsibilities:**

- To be responsible for all external examination matters in accordance with regulations, including registering the school with the appropriate examination boards, ensuring the exam entries are submitted accurately and on time, timetabling, seating, resourcing and invigilation of exams and managing the safe storage and administration of confidential information.
- To be responsible for co-ordinating and administering the internal examination process.
- To support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements and reasonable adjustments for eligible candidates.



## JOB DESCRIPTION

### EXAMINATIONS OFFICER

#### **Main Duties and Responsibilities continued.**

- Liaising with staff, students, parents and exam boards, providing information and resolving issues and taking appropriate action where necessary.
- To identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc)
- To ensure compliance with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates and inform the Head of Centre and leaders.
- To effectively manage the examinations and invigilators budget with the support of senior leaders.
- To be responsible for the management, training and deployment of invigilators and exams assistant.
- To co-ordinate and administer all aspects of the exams results process, including post results matters
- To manage exam papers and associated paperwork in an effective, efficient and secure manner, both in the run up to the exams season as well as on the day of examinations.
- To manage the preparation of reports, data and analysis required by the senior leadership and external agencies, for anything related to the examination process.
- To work with senior leaders to produce the progress calendar.
- To contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
- To 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 and administer post-results services in accordance with the regulations to the published deadlines.
- To ensure that contingency plans are in place.
- To undertake additional duties as appropriate, similar to those outlined in this job description.

#### **CLOSING DATE**

9am on Monday 4<sup>th</sup>  
November 2024

## PERSON SPECIFICATION

### EXAMINATIONS OFFICER

CRITERIA	ESSENTIAL REQUIREMENTS
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Honesty</li> <li>• Integrity</li> <li>• Calmness under pressure</li> <li>• Interact with others in a positive way</li> <li>• Flexibility (to work with and support other teams at quiet times of the year for exams)</li> <li>• Work with a high degree of accuracy</li> <li>• Work without close supervision</li> <li>• Work well both as part of a team and independently, demonstrating initiative to suggest ideas to make improvements)</li> <li>• Effective interpersonal skills working with a range of internal and external stakeholders</li> <li>• Educated to A level or NVQ3 level</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working in an administration environment</li> <li>• Managing own workload</li> <li>• Completing tasks to deadlines</li> <li>• Working on several different projects/areas at the same time</li> <li>• Dealing with confidential matters</li> <li>• Using online tools</li> <li>• Working with databases and managing data input</li> </ul>
<b>KNOWLEDGE SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Communicate clearly and concisely both orally and in writing</li> <li>• High standard of verbal and written communication skills</li> <li>• Proficient in the use of a range of IT software packages</li> <li>• Analyse data</li> <li>• Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines</li> <li>• Follow relevant policies, procedures and regulation to complete work</li> <li>• Adapt quickly to changes to regulations and processes</li> <li>• Deal with enquiries in a professional and sensitive manner</li> <li>• Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)</li> </ul>

## PERSON SPECIFICATION

### EXAMINATIONS OFFICER

CRITERIA	DESIRABLE REQUIREMENTS
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working in a school/college environment</li> <li>• Managing the examination process within an educational setting</li> <li>• Complying with the requirements of regulatory bodies</li> <li>• Advising senior leadership teams</li> <li>• Managing staff</li> <li>• Budget management</li> <li>• Using a management information system (MIS) within an educational setting or equivalent</li> <li>• Safer recruitment trained</li> </ul>
<b>KNOWLEDGE SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Manage and maintain the integrity and confidentiality of the exams system</li> <li>• Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent</li> <li>• Aware of current developments in the secondary school/college curriculum and examination systems</li> <li>• Aware of qualifications contributing to performance tables (school and/or college performance measures)</li> <li>• Undertake relevant training and development opportunities</li> </ul>

All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection Policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. The schools Safeguarding Policy can be found here: [Safeguarding Policy](#).

## APPLICATIONS

### EXAMINATIONS OFFICER

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

#### **The Interview**

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

#### **How to apply**

Please download a Support Staff application form via our website [www.bishopschester.co.uk/careers-vacancies](http://www.bishopschester.co.uk/careers-vacancies) .

Please note only application forms fully completed will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)

Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following:

#### **FAO Vacancies**

The Bishops' Blue Coat CE High School  
Vaughans Lane  
Chester  
CH3 5XF  
01244 313806

#### **APPLICATION DEADLINE**

**9am on Monday 4<sup>th</sup>  
November 2024**



# The Bishops' Blue Coat CE High School



## MORE INFORMATION

### EXAMINATIONS OFFICER

#### References

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

#### Online Search

An Online Search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

#### Eligibility to work in the UK

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

#### Qualifications

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

#### Enhanced DBS Check

The successful candidate will be required to undergo an Enhanced DBS Check. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

#### Safer Recruitment

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

## APPLICATION DEADLINE

**9am on Monday 4<sup>th</sup> November 2024**

Jesus said "I came so that they may have life in all its fullness" John 10:10

**Dignity & Respect**

**Wisdom, Knowledge & Skills**

**Hope & Aspiration**



Known, Nurtured, and Inspired

