



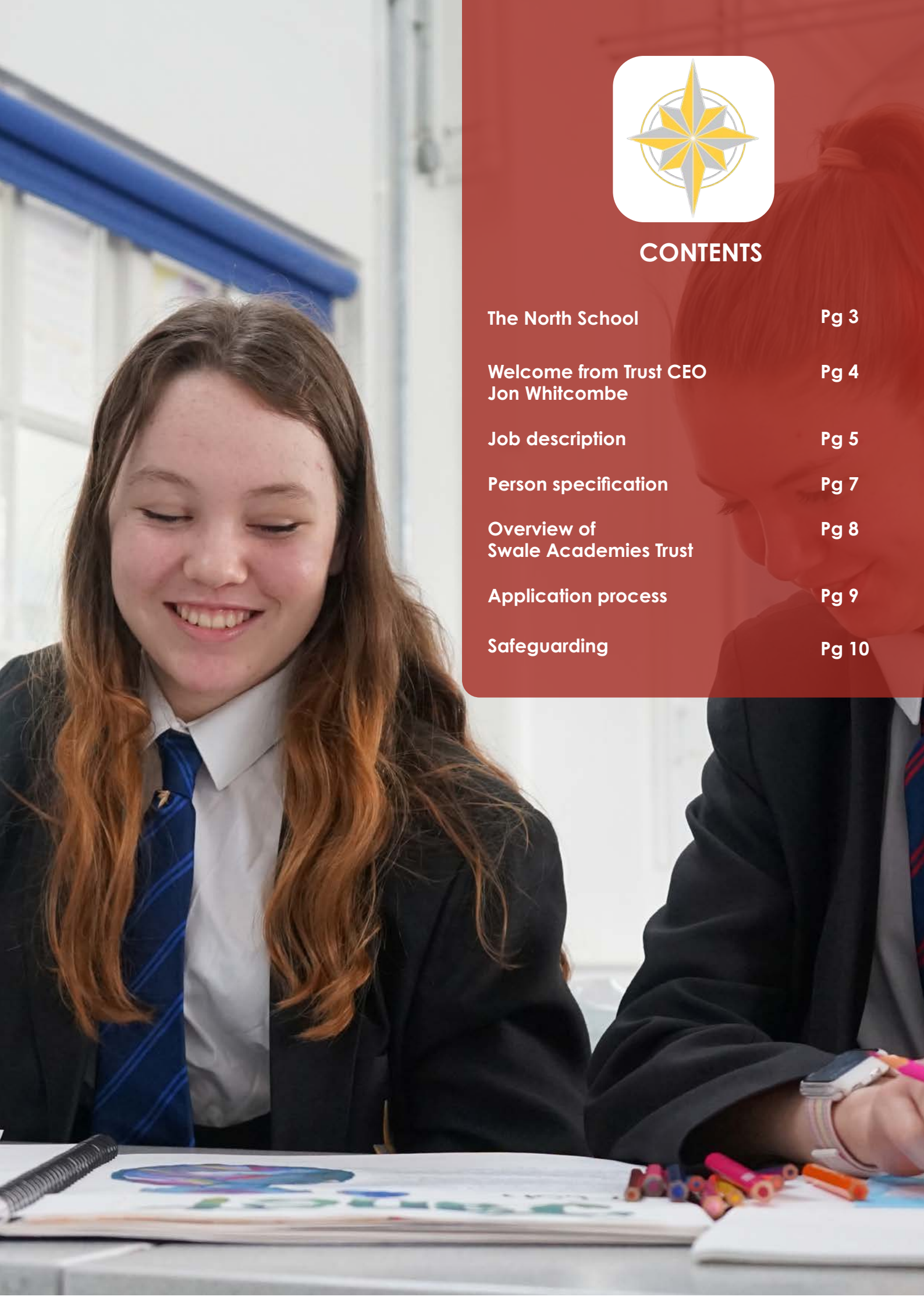
**TheNorth**  
school

**Exams Officer**  
INFORMATION



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The North School is a large, non-selective school located in central Ashford. We are located only 5 minutes' drive away from Junction 10 of the M20, and are close to Ashford International Station. The school campus is highly attractive, with a blend of well maintained traditional and modern school buildings, and extensive sporting facilities. The school is renowned in the local community for our basketball academy and fully working school farm.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. We encourage students to achieve personal excellence in everything they do, and to take pride in the progress they make as individuals. We have been recognised as "Good" by Ofsted, and we are now the school of choice for the local community. We are delighted to be oversubscribed throughout key stages 3 and 4, and to have grown a thriving and highly successful Sixth Form which offers an ever-expanding range of A Level and Level 3 BTEC courses.

Leadership across the school is a strength. The school has a highly experienced senior leadership team, which includes two Deputy Headteachers and a team of Assistant Headteachers. In addition, the school benefits from being part of the Swale Academies Trust. The Head of School is supported by an Executive Headteacher, who is an experienced Headteacher who knows The North School well. The school profits greatly from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements of teaching and learning, curriculum development, and school management. We are passionate about all aspects of teaching and learning. We have developed an exciting culture of continuous professional development, and actively seek to celebrate and promote the best practice that exists in the school. Teachers are encouraged to plan collaboratively, both within the school and across the Trust. The school prioritises the development of systems and approaches that both reduce within-school variation as well as unnecessary burdens to teachers' workload.

We offer our students a broad and stimulating curriculum with a sharp focus on literacy and high expectations for all. We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and student engagement. We have extensive pastoral systems to support student engagement and wellbeing. Relationships between staff and students are open, friendly and cooperative.

We look forward to welcoming you to The North School and introducing you to our fantastic students and staff.



Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

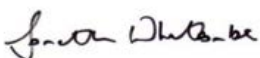
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe  
Chief Executive Officer

# JOB DESCRIPTION



## **Job Title: Examinations Officer**

Salary: SAT 6

Responsible to: Headteacher

### **Purpose of the Job:**

- Administration of national (public) examinations.
- Administration of internal examinations.
- Quality control and security.

### **Main duties and responsibilities (Accountabilities):**

#### **Public Examinations**

- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements.
- Plan each year the examinations cycle of dates and communicate this with heads of faculty, Leadership Group, students and parents.
- Plan and book the appropriate number of invigilators for each season.
- Work with Data manager to ensure that all students are correctly assigned to examination groups on the school's information management system to facilitate entries and result processing.
- Order correct examination papers and stationery from Examination Boards in good time and store securely.
- Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
- Deal with all correspondence from examination boards.
- Advise staff as necessary of changes made by examination boards, essential meetings or training sessions for teacher/moderators.
- Ensure that all entries are checked and that amendments are kept to a minimum. Keep records of late amendments and see that the Budget Manager charges the department according to policy.
- Maintain records of fees and charges and work with Budget Manager to ensure prompt and accurate payment. Advise them annually of projected spend.
- In liaison with the SENCO to ensure that all SEN/special considerations arrangements are properly planned. Deal with unexpected special considerations e.g. bereavement, as they occur.
- Download results on the day prior to Results Days. Process and check them before collating the written notifications for students to collect.
- Initiate any post examination queries regarding results on behalf of Heads of Departments and chase through the result.
- Work with data manager to ensure that published results are produced swiftly and accurately.
- Check that certificates arrive and are accurate. Assist in the preparations for Certificate Evenings and deal with any uncollected certificates.

# JOB DESCRIPTION



## Internal tests and examinations

- Plan in consultation with Heads of Faculty the arrangements for internal mock examinations and year examination sessions.
- Ensure that sufficient invigilators are booked for internal examinations.
- In liaison with SENCO, ensure that all SEN/special considerations arrangements are properly planned. Deal with unexpected special considerations e.g. bereavement, as they occur.

## Quality control and security

- Ensure that all procedures comply with examination board regulation as laid down by the Joint Council.
- Ensure that internal mock testing complies with the same standards, although the timing and length of examinations can be varied.
- Ensure that students and invigilators understand what is acceptable under the rules and that they comply.
- Work with examination board inspections (usually annual) and report any shortfalls and corrections to the line manager.
- Hold a briefing session for invigilators before the start of a season.
- Co-operate with spot inspections by examination boards and report findings to Head of School.
- Ensure that key holders are limited and that the security of examination papers and data can be demonstrated at all times.

## Administration

- Provide support for general administration office as and when required.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications and training.	<ul style="list-style-type: none"> <li>• Good standard of general education (i.e. GCSE Maths &amp; English or equivalent).</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Level 2 or 3 Diploma (or equivalent).</li> </ul>	D
Experience	<ul style="list-style-type: none"> <li>• Recent and relevant experience of a busy school office or similar environment.</li> <li>• Experience of working in a secretarial role with an ability to recognise and work with confidential information.</li> </ul>	E
Knowledge and skills	<ul style="list-style-type: none"> <li>• Effective interpersonal skills.</li> <li>• Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.</li> <li>• Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.</li> <li>• Ability to prioritise and organise own workload and be able to meet deadlines.</li> <li>• Good communication skills, both oral and written, to a range of individuals (e.g. students, parents, governors etc.).</li> <li>• Confidence.</li> <li>• Strong IT skills with a comprehensive knowledge of the Microsoft Office Suite of programs.</li> <li>• Ability to work independently or as part of a team.</li> <li>• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Working knowledge of Brom Com or other school based systems and Assessment Manager programs.</li> </ul>	D

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning  
The North School  
Essella Road  
Ashford  
Kent  
TN24 8AL

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS  
COMPANY NUMBER: 7344732