



St Simon Stock Catholic School

LABORA CUM AMORE

Examinations Officer

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Ofsted
Good
Provider

Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us in the Examinations Team, we would love to hear from you.

Mike Wilson

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

Examinations Officer

We are looking to appoint a highly motivated, extremely well organised and, pro-active individual to undertake the role of Examinations Officer. The successful candidate will have overall responsibility for the efficient and secure administration and delivery of the Public and Internal Examinations process. The ideal candidate will be proficient in MS Office Suite and Management Information Systems. This position requires excellent interpersonal and organisational skills in order to provide a high-quality service, whilst having a flexible and friendly manner, with the addition of being able to lead a team of Examination Invigilators. Previous experience of school examination systems would be an advantage, but not essential.

The position of Examinations Officer is 37 hours per week, term time + 5 CPD Days and 10 non-pupil days (the additional 2 weeks are worked in line with the examination period and results weeks). This role is a permanent position.

Benefits of working at St Simon Stock Catholic School:

A supportive and caring working environment for staff and students.

A research-informed approach to curriculum design and assessment.

Fully planned and resourced schemes of work for KS3 and 4.

Dedicated and bespoke CPD time for all staff each week.

Access to Kent Rewards.

Generous Pension Scheme.

Our Offer: At St Simon Stock Catholic School, we have created an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for fostering a very caring environment and a great record for investing in staff training and development.



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Job description

Job Title:	Examinations Officer
Salary Grade:	KR8 - £26,598 - £30,333 (pro rata £24,158 to £27,551 approximately)
Hours:	37 hours per week plus 5 CPD days and 10 non pupil days. The additional 2 weeks are worked in line with the examination period and results weeks.
Line Manager:	SLT

Overall Responsibility

To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.

- To ensure 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 key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff by taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course and after examinations have taken place.

Principal Responsibilities

Planning

Maintain and develop systems to manage and coordinate all aspects of the exams administration process

- Support the Data Manager by ensuring that SIMS Course Manager (or an equivalent school MIS) is kept up-to-date and contributing to the School Census when required.
- Maintain and manage the Examinations Budget, to include the keeping of an examination budget spreadsheet, and ensuring all invoices, credit notes and other financial documents relating to examinations are correct and correspond to exam entries, amendments and withdrawals as submitted to awarding bodies.
- Ensure that appropriate processes are in place with the Finance Department to deal with fees levied on students (entry fees for re-sits, review of marking etc.)
- Research and understand qualifications and how they are assessed.
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office/Exams Delivery Support Unit etc.).
- 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).
- Oversee (as the main administrator) 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 (Achieved by creating and working to an annual exam plan).
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.



Job description

Principal Responsibilities

Planning continued

- 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.
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) during the identification and recording of examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications, requesting modified papers by the published deadlines etc.).



Job description

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification.
- 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.
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- 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 Finance 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 awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations 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 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 after all other options have been explored) 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 in advance of these taking place.
- Confirm relevant internal stakeholders complete administrative tasks associated with center assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- Manage the provision of examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.) with the support of the SENCo (or equivalent role) and a senior invigilator
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

Job description

During examinations

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.
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- 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.

After examinations

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.

Additional

Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:

- the preparation for and conduct of internal examinations under external examination conditions;
- other exams-related administrative tasks.
- to manage the School Reception when working during non-term-time dates (see separate JD and PS for Receptionist role).

Person specification

Person Specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school.	E
	A practising Catholic.	D
Qualifications	A good standard of general education together with good literacy and numeracy skills. E.g. 5 GCSE (A-C) grade or equivalent.	E
Knowledge & Experience	Successful experience of working in an administrative role.	E
	Successful experience of using an IT systems.	E
	Excellent knowledge of Examination processes and procedures.	E
	Able to demonstrate a working knowledge of Microsoft Word and Excel and the use of standard office equipment.	E
	Able to demonstrate an advanced level knowledge and skill of using Microsoft Word and Excel .	D
	Knowledge of SIMS.	D
Personal Development	Ability to identify own learning needs.	E
	Willingness to engage in CPD.	E
	A commitment to continued professional and personal development.	E
Skills, Qualities & Abilities	Excellent communication and interpersonal skills.	E
	Excellent organisation.	E
	Dedication.	E
	Aware of data protection regulations and ensure high levels of confidentiality and communication are maintained.	E
	Excellent organization skills.	E
	Ability to communicate clearly at all levels within the organisation, explaining policies and procedures as required. Ability to organise work, prioritise tasks, make decisions and manage time effectively.	E
	Excellent attention to detail.	E
	Numeracy and literacy skills; grammar and spelling.	E
	The ability to remain positive and enthusiastic whilst working to tight deadlines.	E

Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach <https://www.kent-teach.com>

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Monday 27 March 2023

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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