

# Examinations Officer

New Line Learning Academy



New Line Learning Academy  
*Believe and Achieve*



## Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



Future  
Schools  
Trust

*A great place to be*





New Line Learning Academy  
*Believe and Achieve*

## Contents

Welcome	3
Advert & Job Description	4
Trust CEO Welcome	6
How to Apply	7
What We Offer	8



## Welcome from the Executive Headteacher

**Samantha McMahon**

BA (Hons) | NPQH



New Line Learning Academy are seeking to appoint an Examinations Officer to join our amazing school team. The successful candidate will be highly motivated, extremely well organised and make a consistently positive contribution to our school culture. This is an exciting opportunity to join a vibrant, popular and highly successful school.

At New Line Learning Academy, we pride ourselves on providing a supportive and positive environment that inspires our students to be the best they can be.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

New Line Learning Academy is a caring and supportive community. Providing a nurturing environment, enabling our students to flourish and succeed. Everyone is made to feel valued at New Line Learning Academy, where students believe and achieve.

We look forward to welcoming you to New Line Learning Academy.



<b>Post:</b>	Examinations Officer
<b>School:</b>	New Line Learning Academy
<b>Responsible to:</b>	Deputy Headteacher
<b>Salary:</b>	FST Payscale H 1-5

The successful candidate will have overall responsibility for the efficient and secure administration and delivery of the Public and Internal Examinations process. Previous experience of school examination systems would be advantageous, but is not essential.

## Main duties and responsibilities

### Job Purpose

- To be responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.
- To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.
- To support the DHT or member of SLT with the administration and organisation of all internal examinations throughout the year.

### Key responsibilities for External and Internal Examinations

- Liaising with all staff, including Heads of Subject regarding entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries/registrations for external examinations and courses to awarding bodies in advance of deadlines.
- Organising provision for Access Arrangements, including liaising with the SENDCO regarding candidates with SEND
- Planning and writing internal exam timetables in consultation with SLT and Heads of Subject
- Managing the daily running of external and internal examinations. This will include creating seating plans, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Organising the examination rooms, in accordance with regulations.

- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching examination scripts in accordance with the regulations.
- Arranging invigilation, including briefing and training invigilators in Academy procedures.
- Liaise with teaching staff to ensure administration of non-examination assessment is conducted in a timely fashion and adheres to awarding body deadlines.
- Being present and available in the Academy on the days when results are notified, and overseeing the distribution of results to candidates.
- Checking DfE and other examination statistics before publication.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of retakes and other charges are reimbursed by candidates/Subjects, as appropriate.
- Encouraging a positive approach and professional culture for public and internal examinations in the Academy to which all staff and students subscribe.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings and keeping up to date with the latest procedures and regulations for external examinations.
- Arranging external examinations for non-curriculum subjects in liaison with Heads of Subject
- Any other reasonable duties as commensurate with the grading of the post.

### **Managing Staff and Finances**

- Be responsible for the management, training and supervision of invigilators
- Be responsible for a budget to cover cost of invigilators and expenditure for examinations
- To give estimated expenditure for examinations to SLT

### **Additional duties**

- Attend team meetings and staff meetings as required
- Maintain confidentiality inside and outside the workplace
- Understand and apply Academy policies
- Undertake any reasonable additional responsibilities requested at any time by the Academy leadership team
- To support with Whole Academy Administrative duties as required

## Person Specification

### Education, training and qualifications

- Evidence of good ICT, literacy and numeracy skills through an accredited qualification(s), or experience in relevant disciplines

### Knowledge and experience

- Proven experience of administration requiring attention to detail
- Proven experience of adhering to organisational policies and procedures and maintaining confidentiality

### Essential skills and abilities

- Excellent administrative and organisational skills, including the ability to multi-task, perform under pressure and deal with competing priorities
- Excellent communication skills, including impeccable command of spoken and written English
- Must be ICT literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically, operate the Academy's database, produce and operate spreadsheet packages, produce analyses, use email.
- High level of numeracy and literacy skills
- Be able to work in an organised and methodical way, accurately to deadlines, effectively under pressure and have sound organisational and coordination skills.
- Analytical, flexible and innovative thinker

### Personal qualities

- Commitment to high educational, professional and personal standards
- Understanding the importance of maintaining confidentiality
- A flexible approach to work, including a sense of humour
- Ability to manage a complex workload, to work independently and to tight deadlines
- Commitment to equal opportunities and valuing diversity

## Welcome from the Chief Executive Officer

Isabelle Linney-Drouet  
BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at [www.newlinelearning.com/vacancies](http://www.newlinelearning.com/vacancies).

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet', written in a cursive style.

Isabelle Linney-Drouet  
Chief Executive Officer

## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.newlinelearning.com/vacancies](http://www.newlinelearning.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.



Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

### Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





**New Line Learning Academy**  
*Believe and Achieve*

[WWW.NEWLINELEARNING.COM](http://WWW.NEWLINELEARNING.COM)



nll\_academy



New Line Learning Acadmey



New Line Learning Acadmey



nllacademy



[WWW.FUTURESCHOOLSTRUST.COM](http://WWW.FUTURESCHOOLSTRUST.COM)



futureschoolstrust



Future Schools Trust



Future Schools Trust



fstrust