



Examination Officer
Westlands Secondary School
Information



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Welcome

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school. However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school.

Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education).

If you would like to find out more about our school, our curriculum and our facilities, please visit our website (www.westlands.org.uk).

Please do not hesitate to contact us if have you any questions or would like to know more about the role.
Yours faithfully,



Christina Honess
Headteacher

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Job Description

Job Title: Examination Officer
Grade: SAT D
Responsible to: Headteacher/ Head of School

Purpose of the Job:

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.

Main duties and responsibilities (Accountabilities):

- Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- Liaise with staff / Heads of Department re pupil examination entries.
- Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
- Complete examination entries and securely store and send completed examination papers to external examination boards.
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
- Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them.
- Manage arrangements for internal examinations.
- Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
- Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere.
- Provide data and analysis on examination entries and results.
- Manage the examination budget.

Individuals in this role may also undertake some or all of the following:

- Supervise / line manage other staff involved in examinations.
- Undertake examination invigilation.
- Responsible for recovery of monies from candidates or absentees.
- Liaise with Further Education Colleges.

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

Person Specification

Qualifications	ESSENTIAL/ DESIRABLE
Good standard of general education (i.e. GCSE Maths & English or equivalent).	E
Level 2 or 3 Diploma (or equivalent).	D
Experience	
Significant administrative experience.	E
Recent and relevant experience of a busy school office or similar environment.	E
Previous experience of being an Exams' Officer.	D
Skills & Abilities	
Good IT Skills.	E
Ability to prioritise and organise their own workload and be able to meet deadlines.	E
Good communication skills, both oral and written, to a range of individuals (e.g. students, parents, governors etc.)	E
Ability to work independently or as part of a team.	E
Working knowledge of Brom Com or other school based systems and Assessment Manager programs.	D
Knowledge	
Knowledge of the Google Suite of programs.	E
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.	E
Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E



Working at Westlands School

Westlands offers a stimulating, supportive and rewarding working environment, where all staff are valued and where you will have the opportunity to access a range of excellent professional opportunities to support your progression.

Benefits

- Enhanced Maternity Pay
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

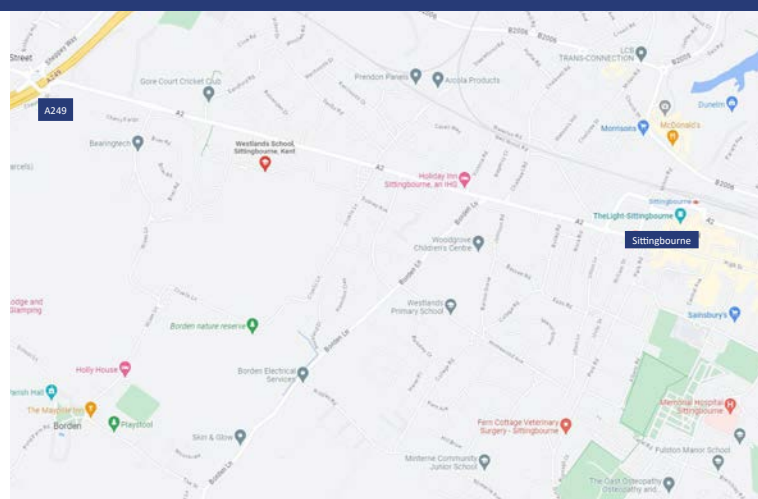
Finding Us

Westlands Secondary School
Westlands Ave, Sittingbourne ME10 1PF

01795 477475
westlandsoffice@swale.at

Closest Train Station: Sittingbourne Station
Approx. 27 minute walk

Closest Bus stop:
The Billet (From A249/Medway) - 328, 334, X3
The Billet (From Sittingbourne/Sheppey) - 328, 334, X3





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 applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to wssrecruitment@swale.at or by post to the following address:

Mrs Ellen Apps
Westlands Secondary School
Westlands Avenue
Sittingbourne
Kent
ME10 1PF

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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

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.

Overview of Swale Academies Trust

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.

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.

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.

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, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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