



# Vacancy Pack

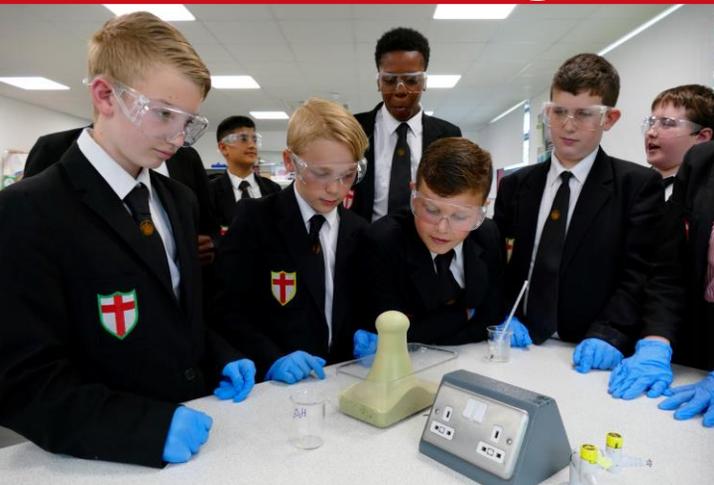
## Exams Officer



# Saint George's

## Church of

### England School





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# AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

## AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

## OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

**Saint George's**  
Church of England School



**All Different,  
All Equal,  
All Flourishing.**

**IN...**

Creativity  
Honesty  
Resilience  
Inclusion  
Stewardship  
Thankfulness

#weareallone

#lifeinallitsfullness

# Leadership Structure

*Executive Headteacher/CEO*

*Head of School*

*Deputy Headteacher  
(Raising Standards)*

*Deputy Headteacher  
(Teaching, Learning and Assessment)*

*Assistant  
Headteacher  
(Behaviour and  
Inclusion)*

*Assistant  
Headteacher  
(Primary Phase)*

*Assistant  
Headteacher  
(Community &  
Stakeholders)*

Support Leads:

Site Manager

ICT Lead

Finance Lead

PA to SLT

# Job Description

Grade:	Kent Range 7
Responsible to:	Deputy Headteacher

## Main purpose of role:

To lead and organise the efficient running of all internal and external examinations throughout the school. To act as the primary liaison between the school and external examination bodies and to ensure compliance with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ).

## Planning and development:

Ensure efficient liaison with exam contacts and support colleagues in keeping abreast of the changing assessment landscape.

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Manage the exam budget and liaise with the finance team to ensure all examination fees are paid, as necessary
- Oversee the running of the school's internal exam processes as well as the public examinations
- Carry out necessary administrative tasks related to vocational qualifications such as course registration, component entries and claims in liaison with the Quality Nominee.

## Exam Management

- Take front-line responsibility for the day-to-day conduct of exam sessions in accordance with JCQ regulations
- Recruit, train and manage invigilators as required
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Manage the special consideration process in liaison with teaching staff, senior leaders, and the Awarding Organizations
- Submit reports to examining bodies, as required
- Support teachers in meeting administrative requirements in relation to coursework / controlled assessments and in dealings with moderators
- Take overall responsibility for external candidates

## Results and data management

- Make arrangements for sharing results with students in liaison with the Leadership Team
- Ensure results are received by the school in a secure and confidential way
- Arrange receipt and distribution of examination certificates to candidates in liaison with the data team
- Manage retention of results, including certificates, for the school's records
- Review and update the base data structure to accommodate census requirements

## Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

*The exams officer will also be required to support the data team with their day-to-day work during quieter periods, so familiarity with data analysis tools, including excel would be an advantage.*

## Examinations Officer

**Kent Range 7 - £23,033 - £26,075 (£20,319 – £23,003 pro rata to part time hours)**

**37 hours per week**

**Term Time plus 5 development days, plus 5 additional days for exam results days in the August summer break (Total 40 weeks).**

**Required as soon as possible**

An exciting opportunity has arisen for a candidate of exceptional ability to join our team of support staff in this over-subscribed and successful Church of England all through school.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

The successful applicant will have the ability to work with a high degree of accuracy, excellent communication skills and experience of working within a school environment would be an advantage.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can
- are an ambitious professional

**Please download a vacancy pack and application form below or at <https://aaat.uk/recruitment/> and return your application by e-mail to Elise Batcheldor, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)**

**Closing Date: Monday 8<sup>th</sup> November 2021**

**Interview Date: TBC**

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

