



EXAMINATIONS OFFICER

Closing date: 21 March 2022

Interview date: From 23 March 2022

Information Pack for interested candidates.

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The Angmering School

We hope this information pack gives you a flavour of our school and encourages you to choose us to for your next successful position. Our vision is for all our students to have ambition, respect and courage to all them to achieve at The Angmering School. We can only do this if we have strong, successful and dedicated individuals like you.

We are a happy and successful school where all are committed to learning and where everyone is challenged to do their best. We believe success comes in all forms and we want our students to leave us as good citizens who are fully prepared for their next steps. Staff are vital role models for our students (and other staff).

The Angmering School is a maintained comprehensive school for students aged 11–19 years and has approximately 1,400 students, of which around 150 are in the 6th Form. Our KS3, KS4 and KS5 curriculum provides both breadth and stretch for students as they progress towards GCSE/BTEC and then post-16 courses. We are ambitious for every child and promote a Growth Mindset in order to break down any barriers to progress. In addition to the rich curriculum and great teaching we offer our students, we also provide a varied programme of activities. This enables students to follow their interests and develop a broad experience, which prepares them for adulthood.

The care we extend to all our students is epitomised by the Lavinia Norfolk Centre where students with disabilities are supported to integrate fully into the daily life of the school.

Our staff are our key to everything; without their dedication, skills, enthusiasm and care we would not be able to achieve the students success. We look forward to you becoming a part of our team.



THE
ANGMERING
SCHOOL



Rights Respecting School Award

We are a UNICEF Rights Respecting (Silver) Award school. Unicef works with schools in the UK to create safe and inspiring places to learn, where students are respected, their talents are nurtured and they are able to thrive.

As the journey with UNICEF Rights Respecting Schools Award continues, we have now formed our student steering and focus group. The students represent each tutor group in the school from Year 7 to Year 10 and they will be the voice and 'driving force' for RRSA around the school.

Many students have been involved in presenting the 'Articles' to their whole Year group in Assemblies, which has been a fantastic experience.

We are delighted that we have achieved the silver award and are now ambitious to move to gold.

Message from The Headteacher

Firstly, thank you for your interest in this post. If you have not already done so, I would encourage you to come to visit us during a normal school day so that you can find out whether working here is the right next step for you. Whilst we always have the highest expectations for our staff and students, we believe firmly that happy staff are effective staff and that being happy in your work starts with applying for the right role.

Our school values of ambition, respect and courage apply to our staff as much as they do our students. I want staff to be ambitious for themselves and others, to be courageous enough to take risks, try new things and accept failure as part of progress and to always respect themselves and others. When you do visit the school please ask to meet me (if you have time), I will be happy to answer any questions which you may have. If this is the right next step for you, I look forward to receiving your application soon.

Simon Liley, Headteacher



Station Road
Angmering
West Sussex
RN16 4HH

Headteacher
Simon Liley
B.En

"Aspire and
Achieve at
Angmering"



Ambition
Respect
Courage

EXAMINATION OFFICER

Post required ASAP
Grade 6 Point 9 £20,903

37 hours per week, Term Time Only plus 3 weeks (2 weeks to be worked in the Summer Holidays the other week to be flexible during the other holidays)
8.30 – 4.30 Monday – Thursday, 8.30 – 4.00 Friday

Includes a 30 minute unpaid lunch break.

As part of the Examination Officer role there will be a requirement to start earlier/finish later as required during the examination periods, to accommodate timings. Additional hours will be remunerated. It is compulsory to attend the examination results weeks during the summer holiday break.

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We are looking for an individual who:

- Can take responsibility for the administration of all internal and external examinations in accordance with the Joint Council for Qualification (JCQ) regulations. This would include yearly update of the JCQ Policies.
- Is able to manage the budget for the Examinations.
- Is able to operate and maintain the SIMS Exam Module.
- Has the ability to update the links to SIMS Course Manager.
- Can set up the Year 9 Options online module
- Is flexible and to be able to respond to rapid changes in plans.
- Can manage a team of invigilators.
- Is enthusiastic, proactive and resourceful.

What we expect from you is:

- Good communication skills.
- Excellent use ICT to support organisation and communication.
- Flexibility and ability to respond to changes in plans rapidly.
- A team player who enjoys a challenge but can also work autonomously.
- The willingness to be a facilitator of learning and progress for our students.

Training will be given to the successful candidate.

Please see our website for an application form and further details.

THE ANGMERING SCHOOL, STATION ROAD, ANGMERING, WEST SUSSEX, BN16 4HH
Tel. 01903 772351 Fax 01903 850752

e-mail recruitment@theangmeringschool.co.uk website www.angmeringschool.co.uk

[We reserve the right to interview suitable candidates prior to the closing date.](#)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a Disclosure & Barring Service. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**

JOB DESCRIPTION

Job Title:	Examination Officer
Start Date:	ASAP
Accountable to:	SIMS, Data & Timetabling Manager
Hours:	37 hours per week, TTO plus 3 weeks (2 weeks to be worked in the Summer Holidays the other week to be flexible during the other holidays)
Salary:	<p>37 hours per week 8.30 – 4.30 Monday – Thursday, 8.30 – 4.00 Friday Includes a 30 minute unpaid lunch break. As part of the Examination Officer role, there will be a requirement to start earlier/finish later as required during the examination periods, to accommodate timings. Additional hours will be remunerated. It is compulsory to attend the examination results weeks during the summer holiday break</p>

Job Purpose:

- To take responsibility for the administration of all internal and external examinations in accordance with the Joint Council for Qualification (JCQ) regulations.
- Management of the Examinations budget.
- Operation and maintenance of the SIMS Exam Module.
- JCQ Yearly Policies updated.
- Updating the links to SIMS Course Manager.
- Setting up the Year 9 Options online module.
- Support the work of the Assessment Team.
- Is flexible and to be able to respond to rapid changes in plans.
- Is enthusiastic, proactive and resourceful.
- Manage a team of invigilators.
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

Main Duties to include:

Examinations Administration:

- Deal with all correspondence and filing relating to exams.
- Log parcels from the Examinations Boards.
- Monitor receipt of correct exam papers, record and store appropriately.
- Prepare candidate numbers
- Liaise with Teaching staff on student examination entries and submit to meet exam board deadlines.
- Distribute examination timetables and answer student enquiries.
- Deal with exam clashes.
- Responsibility for effective security of all examination papers & procedures.
- Maintain checklist in preparation for Exam Inspections.
- Maintain systems for exam & coursework labels and attendance sheets.
- Responsibility for ensuring exam coursework is sent to appropriate bodies to meet deadlines.
- Organise exam venues and internal arrangements: liaise with Sites & Buildings Team, exam desk labelling.
- Liaise and train with SEN Team regarding students requiring additional support.
- Lead and train Invigilator Team and organise exam rota.
- Prepare examination trays for invigilators –papers/regulations etc.
- Supervise Invigilators on preparation of completed examinations for posting – attendance lists versus number of papers etc.
- Supervise the provision of external candidate examinations – entry exams, foreign students etc.
- Download examination results in the summer break and inform Headship and TSDA Manager.
- Responsibility for distribution of results to students/ parents and deal with queries arising.
- Organise distribution of Examination Certificates.
- Assist SIMs Data Manager with provision of exam data to external bodies i.e. WSCC, ALPS etc.
- Provide exam result information for school publications.
- Maintain JCQ documents.
- Complete annual data checking exercise for examinations.
- Ensuring all subject declarations are completed for examinations.

Examinations Budget

- Check and approve examinations related invoices for payment.
- Responsibility for monitoring and managing Examinations budgets.

SIMS Examination Module:

- Maintain and monitor the module in accordance with the latest regulations.
- Download exam information (including Basedata) into exam module.
- Enter data relating to elements of practical and coursework for external examination procedures and timetables.
- Ensure Assessment Team is kept informed / trained on changes to the module.

<p>SIMS Course Manager Module:</p> <ul style="list-style-type: none"> • Responsibility for maintaining and updating all courses on module. • Responsibility for maintaining and updating all QAN information for courses. • Provide Assessment Team with up to date lists of all current courses and QANs being studied in all year groups.
<p>Year 9 Options and CATS:</p> <ul style="list-style-type: none"> • Set up and liaise with SIMs Data Manager on production and distribution of Year 9 Options Choices.
<p>Student References:</p> <ul style="list-style-type: none"> • Administer student reference requests from outside bodies.
<p>Exam Dates / Trips:</p> <ul style="list-style-type: none"> • Monitor proposed school trips and check for exam clashes.
<p>Assessment Team:</p> <ul style="list-style-type: none"> • Support the work of the Assessment Team – SIMs Data Manager, Assessment & Data Officer.
<p>General:</p> <ul style="list-style-type: none"> • Other general office duties when required to do so by Senior Management or a member of the Headship Team.
<p>Health and Safety:</p> <ul style="list-style-type: none"> • To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

Person Specification

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> • Effective use of Microsoft and Google products. • Effective use of SIMs. • Effective use of other IT packages. • Ability to relate well to adults and students. 	Essential Desirable Desirable Essential
Knowledge Base	<ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your position within them. • Knowledge of relevant policies/codes of practice/legislation. • To have an awareness of Safeguarding and Child Protection legislation. 	Essential Desirable Essential
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE standard in Maths and English. • NVQ Level 3 or above qualification in administration or equivalent in experience. 	Essential Desirable
Experience	<ul style="list-style-type: none"> • Working with adults and students. • Several years working in an office environment. 	Desirable Desirable
Attitude & Approach	<ul style="list-style-type: none"> • Professional and approachable attitude. • Enthusiastic in all aspects of work and training. • Attention to detail. • Motivated. • Reliable. • Well presented. • Assertive when appropriate. • Ability to work in an extremely busy environment. 	Essential Essential Essential Essential Essential Essential Essential

Frequently Answered Questions

Who do I contact if I have any questions?

Please email recruitment@theangmeringschool.co.uk and we will be happy to answer any queries.

Can I submit a CV as the application form?

CV's cannot be accepted on their own. The application form is used to ensure that all candidates apply on an equal platform. If you do wish to submit a CV as well as your application form you can do so.

Can I arrange a tour of the school?

We would like to offer you a chance to look around our school and meet some key staff. Please contact Sarah Hemsley (shemsley@theangmeringschool.co.uk) to arrange a suitable time.

If you have any further queries please contact us and we will come back to you as soon as we can.

Thank you for reading this Information Pack and we look forward to hearing from you soon.

The Angmering School Team