

STRADBROKE HIGH SCHOOL JOB DESCRIPTION

OFFICER MANAGER AND EXAMS OFFICER

Line Managers job title:	Executive Headteacher
Salary:	Points 15 - 20 of the Support Staff Scale FTE £30,024 - £32,597 per annum Pro rata £27,736 - £30,643 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term time plus 2 weeks
Hours per week:	38.75 hours

THE POST

Stradbroke High School is a member of Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 14 primary schools and 9 secondary schools.

We are looking for a hardworking, flexible and enthusiastic person with high standard and the ability to communicate and interact effectively with others as our schools Office Manager and Exams Officer.

The first three months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for one month. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of an Office Manager and Exams Officer are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of an Office Manager and Exams Officer are:

- A minimum of a grade C/4 in English and Maths GCSE. (all roles except cleaners and catering staff)

JOB SPECIFICATION

General Responsibilities – Office Manager

The Office Manager is responsible for working closely with the Leadership Team, Trust and the school's administrative team to organise and supervise administrative systems and support staff in the school office and be responsible for undertaking administrative, financial, organisational processes, always maintaining confidentiality. Also to assist with the planning and development of support services.

General Responsibilities – Exams Officer

The Exams Officer is responsible for managing the effective and efficient management and 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 and security of the assessment process. They will also provide support, advice and guidance to the head of centre/senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to always ensure the security and integrity of the examinations/ assessments.

Specific Responsibilities – Office Manager

- To supervise the day-to-day work of the administrative function of the school office
- To contribute towards the planning, development and organisation of the support service systems, procedures and policies
- To supervise, train and develop administrative staff as appropriate
- To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures.
- To organise the purchase of and coordinate for the admin team to provide hospitality/refreshments as required.
- Provide HR and payroll with information such as timesheets, absence requests, ID documentation
- To provide personal, organisational and administrative support to staff and the Executive Headteacher
- To undertake word processing, IT based tasks such as adding correspondence to the school website and school correspondence with other schools and external agencies

- Hold the school diary and coordinate the composition and distribution of the school Calander to staff and parents
- To maintain student records (paper based and online)
- To be responsible for ordering resources, ensuring best value
- To operate relevant equipment, IT packages, Trust wide systems e.g. SIMS, Go4Schools and MyConcern
- To assist with marketing and promotion of the school such as the organisation of the annual Awards evening, the annual merits tea party and post16 event
- To be committed to the safeguarding and promotion of the welfare of children and young people, complying with all policies and procedures around safeguarding and health & safety
- To develop constructive relationships and communicate with all staff and other agencies/professionals
- Line manage other admin and support staff
- Proofread students' annual reports and liaise with staff for corrections and updates within timescales
- Coordinate with admin staff the receiving and distribution of student files ie blue files and safeguarding files to/from other schools
- Maintain the student locker allocation lists and organise distribution of keys
- Create and maintain weekly ICT booking system
- Organise and coordinate arranging cover for lessons due to sickness, trips, meetings etc. Liaise with supply agencies and HR to ensure all appropriate paperwork and checks are in place
- Complete HR tasks such as entering sickness, P&P requests, completion and uploading of timesheets monthly
- Such other responsibilities allocated by the Executive Headteacher which are appropriate to the grade of the post

Specific Responsibilities – Exams Officer

- 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
 - To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met
 - To ensure examinations are conducted in accordance with the regulations
 - To invigilate as required
 - Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/ maladministration before, during the course of, and after examinations have taken place
- Before examinations:

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- 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)
- Ensure familiarity with the centre's Management Information System (MIS)
- 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)
- Brief candidates/staff /parents/carers on examination regulations and requirements
- 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, always check and store confidential question papers and examination material safely and securely 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) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines) and arranging rooming, resources and facilities
- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures and deadlines 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
- Liaise with relevant internal stakeholders to ensure final entries 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

- 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 as a last resort once all other options have been exhausted) 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 prior to these taking place
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

Examination 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
- 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:

- Attend school to download the examination results and prepare these for sharing with students. Issue results to students on delegated date, with support from SLT
- 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

Other:

- Successfully complete/adhere to the Exams Officer Professional Standards on an annual basis
- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
- Acquire/develop the skills required to undertake the role effectively and efficiently
- Engage in the centre's Appraisal/Professional Development Programme
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examinations, for example: the preparation for and conduct of internal examinations under external examination conditions and other exams-related administrative tasks

The post holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 2 weeks (40 weeks)
Hours per week	38.75 hours
Normal working Pattern	Monday to Friday 8:00am to 16:15pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

RENUMERATION

- Points 15 - 20 of the Support Staff Scale
- **FTE** £30,024 - £32,597 per annum
- **Pro rata** £27,736 - £30,643 per annum, including an allowance for holiday pay

The post holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

MID YEAR ADJUSTMENTS – TERM TIME / TERM TIME PLUS

Salary payments are averaged out over the 12 months of the academic year. If you begin employment with the Trust during the academic year, or you have changes made to your contract, a mid-year adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the academic year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.