

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Exams Officer

Resilience. Integrity. Respect. Serviam. Aspiration.

Getting better never stops

Staff Application Pack

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Danielle Lancefield
Headteacher



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The Post

Operational Line Manager:	Senior Assistant Headteacher
Grade:	KR8
Hours per week:	37
Weeks per year:	39 - Term time plus Inset days

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

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Job Description

Exams Officer

General Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
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Specific Duties and Responsibilities:

- Keep appropriate records in line with JCQ best practice, including all records of candidates' confidential details, records of all incoming documents and information ensuring that all documents, information and instructions are accurately recorded, dated and signed for and for keeping exam/test papers filed in a secure place to ensure compliance with DPA and examination boards' requirements.
- Process all estimated entries and all pre-release material.
- Administer all processes for examination entries, including liaising with teaching staff, to ensure that all exam candidates are identified and that students are entered for the right examinations.
- Keeping examination papers and documents in a separate place and conforming with all examination board rulings on security
- Complete candidate entry lists for submission to examination boards
- Check all entries with students and staff and publish individual timetables, distribute entry notifications to students and allocate candidate numbers.
- Once application completed by SENCO the EO to ensure all arrangements and that testing and documentation has been done to JCQ regulations.
- To ensure sufficient invigilators for each session, generate their timetables and oversee their work.
- Provide guidance to all staff re conduct of examinations.
- Prepare in consultation with site manager, Headteacher, Senior Assistant Headteacher and school timetable, availability of all examination rooms.
- Timetable all exam rooms, ensure that they are appropriately set up in terms of JCQ regulations, construct all seating plans, supervise the setting out of all papers. Ensure each session that all Access Arrangements are adhered to.
- Organise all necessary procedures for students with timetable clashes and put into place "isolation" procedures.
- Start and administration of all sessions of exams. Ensure all JCQ regulations and school rules are adhered to.
- Be available throughout exam sessions to deal with problems and to coordinate complicated changeover of exam papers.
- Ensure that all examination paperwork is completed at the end of the examinations and make sure that the exam bundles are sent off in order to meet stringent deadlines.

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- Administer all requests for special consideration, amendments, late entry and withdrawals as they arise and process any instances of malpractice and other deviations from the regulations.
- Attend school prior to the official publication of results, to download results when they are available and organise their distribution in order for the students to collect them, and on result days for GCSE and post 16 results.
- Collation and presentation of analyses of all public exam results for Subject Leaders, Headteacher, Senior Assistant Headteacher, Governors, Directors of Kent Catholic Schools Partnership and other stakeholders.
- Check all results, by individual, on the national data base to ensure published statistics are correct.
- Communicate with other consortium schools regarding all exam administration for students travelling between establishments.
- Administer all coursework processes, ensuring that staff have all paperwork required and adhere to all deadlines.
- Administer all controlled assessments ensuring that the correct level of security is maintained throughout.
- Process all requests for enquiries and appeals upon results after discussion with staff and students. Arrange for signing off by the Headteacher/Senior Assistant Headteacher and despatching them by the relevant deadline dates. Collect and check payment for these. Deal with the associated administration once the result of any enquiries and appeals are known.
- Process resits as requested by staff and students, ensuring that terminal rules are correctly abided by. Collect and check payment for these.
- To arrange and set up exam papers and location for internal examinations.
- To line manage external invigilators.
- To invigilate exams when required.
- To arrange for certificates to be prepared for distribution at a Presentation Evening or other delivery method as agreed with line manager.
- To work closely with the Data Manager to ensure that Course Manager is accurate.
- To liaise with the Data Manager on issues relating to exams.
- To plan the organisation of all internal examinations for each year group. Liaise with Head of House, Senior Leadership Team, Raising Standards Leader, SENCO in the initial planning.
- To attend relevant CPD relating to the job role.

Other duties

- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and develop positive relations with students, parents and staff.
- Support the school office function in any task necessary to ensure the smooth running of the school.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake first aid training and duties as directed by Senior Leaders in the school.
- Any further duties that the Headteacher/Senior Assistant Headteacher may designate, which are commensurate with the grade of the post.

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

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Person Specification:

Criteria		Essential / Desirable	
Skills, Knowledge & Abilities	Excellent communication skills with ability to influence at senior level within the organisation	✓	
	Ability to organise, manage and prioritise workload effectively	✓	
	Ability to work using own initiative	✓	
	Ability to work as part of a team	✓	
	Strong analytical skills with attention to detail required	✓	
	Ability to deliver a customer focussed approach	✓	
	Ability to adapt to an ever-changing environment	✓	
	Suitable to work with children and relate to them, in particular 11-19 years' age group.	✓	
	Working knowledge of Data Protection Act		
Previous Experience	A minimum of 2 years' recent experience in undertaking administration/secretarial duties	✓	
	Excellent I.T Skills, with proven competency in the use of Microsoft WORD and EXCEL Experience of minute taking	✓	
	Experience of providing a quality customer service	✓	
	Experience of working within a school environment ideally with knowledge of examinations process		✓
	Experience of using SIMS software	✓	
Qualification/ Training	E.C.D.L. - Level 2		✓
	First Aid qualification, or willingness to work towards qualification	✓	
	Willingness to undertake further training as required.	✓	
Other	Flexible approach to working hours to meet the needs of the organisation	✓	

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Safeguarding and Safer Recruitment

Application Process

You are welcome to contact HR at HR@ursuline.kent.sch.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9am Tuesday 7th May 2024

Interviews to be held on: week commencing 13th May 2024

Start date: As soon as possible

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.



Ursuline College

Headteacher: Miss D Lancefield

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CEO: Mrs Annemarie Whittle