

EXAMINATIONS OFFICER

Permanent Contract

Required for: 1st September 2023

Candidate Information



“The central aim of Dene Magna is that every learner shall achieve their maximum potential and enjoy the process”



Part of the Forest of Dean Trust (April 2020)



Dear Candidate,

Firstly, can I take this opportunity to thank you for taking an interest in working at Dene Magna School as our Examinations Officer.

Hopefully, as you read this pack and when you visit us, you will begin to appreciate why we are all so proud of our school and what a special place it is to learn and work in.

This is a key role in our school and we are looking for someone who is highly organised and has excellent attention to detail. You will need the ability to work to a fixed timeline and deadlines. You will also be an excellent communicator with the ability to motivate and establish good working relations with staff, parents and students. You will be hard working and also possess that important attribute; a sense of humour!

This vacancy has arisen as our current Examinations Officer is retiring after 19 years of service to the school and whilst he will be missed, it is a great opportunity for you, if you feel that you have the experience, skills and qualities that are documented in the job description and person specification in this pack.

We warmly invite you to contact us and make an appointment to come and visit the school and have a chat if you wish to, prior to application and to arrange this please call us on 01594 546030 or email vacancies@fodt.co.uk. To apply for this position, download our application form from the vacancies page of our website and send this together with a letter explaining why you are the ideal candidate for this position to vacancies@fodt.co.uk by Wednesday 19th July and an interview date will be arranged thereafter according to availability.

This is an opportunity not to be missed and we can't wait to hear from you.

Yours sincerely,

Stephen Brady
Chief Executive Officer of the Forest of Dean Trust
Headteacher of Dene Magna School

JOB DESCRIPTION

Post Title:	Examinations Officer
Job Details:	Report to Deputy Head
Contract	Permanent and Term time only plus 2 weeks in the summer holidays for the exam results weeks
Contracted Hours:	Average of 25 hours a week plus 2 weeks in the summer holidays for exam results in August = 41 weeks worked. These hours are flexible but there is a requirement to increase the number of hours / days worked through the year and for full-time hours to be worked in the summer term leading up to and during examinations.
Salary:	Grade Points 26— The full time equivalent is £32,909 and prorata part-time hours (0.6155) = £23,240 per annum
Start Date:	1st September 2023
Purpose:	<ul style="list-style-type: none"> To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies 1) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times 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 and key deadlines met To ensure examinations are conducted in accordance with the regulations 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
Main Responsibilities:	<p>Before examinations ;</p> <p><u>Planning</u></p> <ul style="list-style-type: none"> Maintain and develop systems to manage and coordinate all aspects of the exams administration process Research and understand qualifications and how they are assessed Identify and access relevant support available from external stakeholders (Awarding bodies/ JCQ/Network group/The Exams Office etc.) Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates

Post Title:	Examinations Officer
Main Responsibilities: (continued)	<p><u>Planning (continued)</u></p> <ul style="list-style-type: none"> Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites) 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 exams plan) Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders Brief candidates/staff/parents/carers on examination regulations and requirements Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit 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, check and store confidential question papers and examination material safely and securely at all times 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) <p><u>Entries</u></p> <ul style="list-style-type: none"> Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline 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 Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates Verify the identity of all students that are entered for examinations/assessments

Post Title:	Examinations Officer
Main Responsibilities: (continued)	<p><u>Entries (continued)</u></p> <ul style="list-style-type: none"> • Effectively use internal and external IT systems to submit and manage awarding body registration and entry data • Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies • Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements • Liaise with relevant internal stakeholders to ensure final entries/registrations 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 <p><u>Pre-exams</u></p> <ul style="list-style-type: none"> • 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 after all other options have been explored) 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 in advance of these taking place • Confirm relevant internal stakeholders 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 <p><u>During examinations;</u></p> <p><u>Exam time</u></p> <ul style="list-style-type: none"> • 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 • Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations • Effectively deploy fully trained invigilators to exam rooms according to the requirements • Manage unexpected issues/irregularities which may affect the conduct of examinations

Post Title:	Examinations Officer
Main Responsibilities: (continued)	<p><u>Exam time (continued)</u></p> <ul style="list-style-type: none"> • 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 <p>After examinations;</p> <p><u>Results and Post-Results</u></p> <ul style="list-style-type: none"> • 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 <p>Other</p> <ul style="list-style-type: none"> • 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/SLT responsible for examinations, for example: <ul style="list-style-type: none"> ◇ the preparation for and conduct of internal examinations under external examination conditions ◇ other exams-related administrative tasks

Examinations Officer Person Specification

QUALIFICATIONS	
<ul style="list-style-type: none"> Good level of education including C, or equivalent grades, in English and Maths 	E
EXPERIENCE	
<ul style="list-style-type: none"> Experience of managing exams in an educational context. A track record demonstrating a commitment to high standards, continuous improvement and quality assurance Experience of working to deadlines Experience of using an MIS system Understanding of current developments in the secondary school curriculum and examination systems 	D E E E D
KNOWLEDGE and SKILLS	
<ul style="list-style-type: none"> Excellent IT skills / Computer literacy Ability to manage and maintain the integrity and confidentiality of the exams system Good organisational skills and the ability to work to tight deadlines under pressure Intuition and ability to act on own initiative Ability to organise, lead, motivate, manage and problem solve The ability to work with a high degree of accuracy A commitment to promoting the ethos of Dene Magna Ability to prioritise and manage time effectively Good communication and presentation skills A team player with the ability to establish good working relationships with staff, students and Parents Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations. Understanding of current developments in the secondary school curriculum and examination systems 	E E E E E E E E E E D D
PERSONAL QUALITIES	
<ul style="list-style-type: none"> A positive attitude to continuous improvement Accuracy and the urge to succeed in all that they do Interpersonal skills A positive role model to all A sense of humour Hardworking and a team player 	E E E E E E

Exam Officer Role and Timeline 2023-24

Month	Task	Deadline	Hours Month
September	<ul style="list-style-type: none"> • Appeals on exams and results • Liaise with sixth form • Oxford and Cambridge tests – entries for – A level students • Resits for GCSE • Setup new A level exam (non DM) students in MIS • update notice board / website latest JCQ documents 	21 Sept 19 Sept End Sept	80 hrs month
October	<ul style="list-style-type: none"> • Oxford and Cambridge tests – over 3 days • Appeal results 		80 hrs
November	<ul style="list-style-type: none"> • Exam resits – real ones • Trials/ mocks for yr 11/13 create timetable • Certificates – distribution • Liaise with Coordinator of SEN Access Arrangements 		80 hrs
December	<ul style="list-style-type: none"> • Prep for entries – prepare base data exam boards • create subjects for exams in MIS 		80
January	<ul style="list-style-type: none"> • Start of Exam entries • Liaise with HODs • Send entries to exam boards • Start recruiting Invigilators/ training • Modified Papers entry 	21 Feb	80
February	<ul style="list-style-type: none"> • Start of Exam entries • Send entries to exam boards • Ongoing recruitment of Invigilators/ training 	21 Feb	80
March	<ul style="list-style-type: none"> • Create Exam timetables for staff/students • Start receiving exam papers and store securely • Ongoing recruitment of Invigilators/ training 		60
April	<ul style="list-style-type: none"> • Create Seating plans etc and doc for exams • Manage entry changes • Liaise with Coordinator of SEN Access Arrangements • Coursework to be uploaded • Ongoing recruitment of Invigilators/ training 		80
May	<ul style="list-style-type: none"> • Set up for exams – communications to sixth form/site etc • Coursework to be uploaded • Exams Start • JCQ exam inspector visit to check compliance with regulations 		160
June	<ul style="list-style-type: none"> • Exams on • Deal with coursework queries 		160 full time
July	<ul style="list-style-type: none"> • Special considerations being entered • Queries from exam boards 		60 hrs
August	<ul style="list-style-type: none"> • Results week for A levels • Results week for GSCE level • queries from exam boards • Exam Analysis with Deputy Head • Appeals for A level fast tracked 		40 hrs
	980 hrs a year = 25 hours over 39 weeks.		

JOB DESCRIPTION (continued)

As a Trust we provide:

1. Competitive salary and clarity in the performance management process.
2. The opportunity to take on short or long term roles within the Trust that help us in our journey.
3. Comprehensive new staff induction.
4. Full support for CPD.
5. Free onsite parking.
6. On site dining hall.
7. Free use of the onsite Gym at Dene Magna.
8. A Duvet Day for staff who have been with us for more than one term.
9. A termly prize draw for staff.

This information is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied in order to meet the changing demands of the Trust; at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties.



Safeguarding Information

Dene Magna School and the Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy can be found on our website under Policies.



OUR VISION, VALUES AND ETHOS

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead, and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity that we have been given to influence the lives of young people in the Forest of Dean.

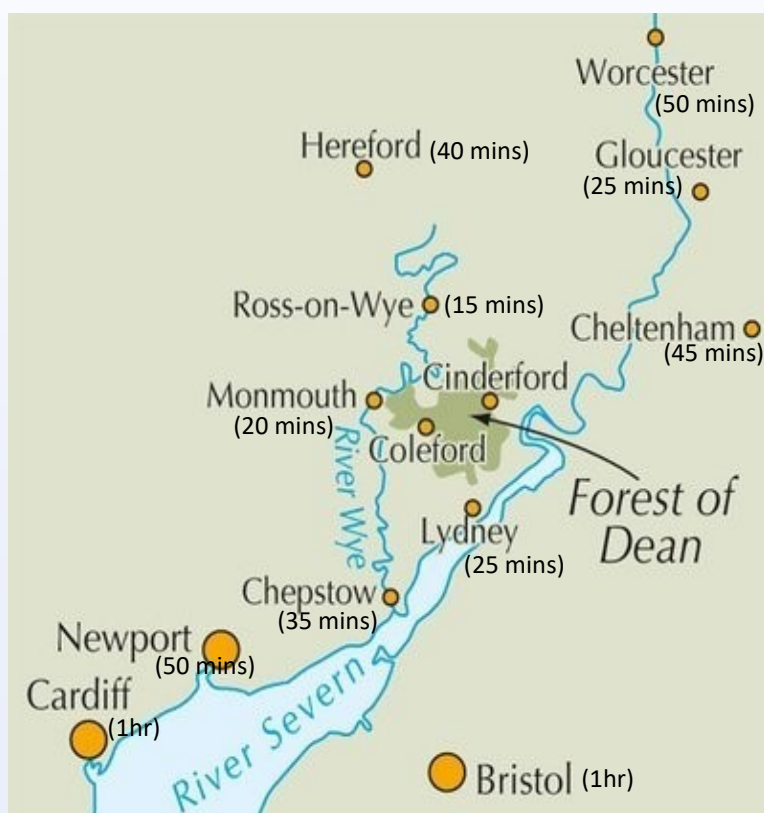
If you visit Dene Magna, you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



ALL THROUGH JOURNEY...

Being part of the Forest of Dean Trust means that children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

TRAVELLING TIMES TO GET TO US (approximate).



DENE MAGNA SCHOOL & SIXTH FORM

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