



Saint Joseph's
CATHOLIC SCHOOL

Exams Officer

Start date: Negotiable - Salary Scale: Grade G/H

www.sjcs.org.uk

WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of Exams Officer at our school.

St Joseph’s is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in November 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Outstanding in the Behaviour and Safety category and Good in the other three, thus giving an overall judgement of Good.

We are looking for an ambitious individual who can inspire pupils. The successful candidate will be a good team player, with a distinct sense of purpose and bring a strong intellectual commitment to their role.

Dates

Application Deadline: 6th May 2022

Interviews: TBC

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley
Headteacher



JOB DESCRIPTION

Post:	Exams Officer
School:	St Joseph’s Catholic School
Salary Range:	Grade G/H (depending on experience)
Responsible to:	Business Manager
Contract Type:	Permanent – term time plus 1 week

Job Purpose:

Areas of Responsibility and key tasks To manage, administer and organise all aspects of external examinations ensuring they are conducted in accordance with the Regulations laid down by examining bodies, the Joint Council for Qualifications and the National Assessment Agency (NAA) To manage, analyse and disseminate student achievement data

Main Responsibilities

- Manage the smooth running of external examinations, including the design and preparation of external examinations, including timetables and including rooming to ensure the best arrangements are in place for students and staff.
- Attend briefings/liaise with awarding bodies and NAA to find out changes to regulations and to be advised by latest developments and best practice. Attend faculty meetings/contact Teachers re exam entries, costs and amendments, and deal with student/parents to confirm/ clarify exam entries/fees/timetables/special arrangements
- To manage the exams budget, recording entries and retakes accurately, ensuring deadline are met therefore minimising costs.
- To be responsible for the recruitment, organisation and management of the team of invigilators
- To advise department heads on amendments to examination course structures and to be responsible for ensuring all relevant staff and students have all the necessary information.
- Manage the issue of results and certificates, deal with post exam queries from students/parents as well as past result queries from former students.
- To ensure that external examination documentation is secure and can only be accessed by authorised staff as required by the exam board regulations.
- Process enquiries and applications for re-sits, decline grade, incorrect results, script queries and faculty enquiries to boards re scripts, special considerations, results and moderation.
- To develop appropriate exams policies and review as necessary.
- Assist other members of the admin team where possible eg attendance administration, rooming arrangements, set changes, First Aid, proof reading pupil reports
- Year end Academic and pastoral promotions on SIMS
- Assist SENCO with access arrangements and administration including booking parent meetings and taking minutes of meetings.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Good educational background with 5 GCSEs A*–C (or equivalent)	
EXPERIENCE	<ul style="list-style-type: none">• Previous experience in a school setting• Experience of manipulating electronic data• Experience of developing systems and processes	<ul style="list-style-type: none">• Experience in a similar role• Training/supervising other staff
SKILLS & KNOWLEDGE	<ul style="list-style-type: none">• Enhanced ICT skills• Knowledge of SIMS.Net• Ability to meet deadlines – unflappable• Good communication skills• Able to work on own initiative• Willingness to learn new skills	<ul style="list-style-type: none">• First aid certificate or willingness to obtain
COMMITMENTS	<ul style="list-style-type: none">• Sympathetic to Catholic values• Committed to safeguarding and promoting the welfare of students	
PERSONAL QUALITIES	<ul style="list-style-type: none">• Accurate, methodical and organised• Ability to establish good working relationships with students, staff and members of the public• Flexibility to work as part of a small team, helping out when required outside exam periods• Demonstrates integrity · Respects confidentiality	

OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding. At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve. There is a positive atmosphere for learning in lessons at St Joseph’s, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

SCHOOL ETHOS

St Joseph’s Catholic School is a small 11–16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low. Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.



STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years. Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.

SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check. The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.

ACADEMIC SUCCESS

Over the past five years, St Joseph’s Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which placeds our school as one of the top performing similar schools in the country.



Saint Joseph's
CATHOLIC SCHOOL

ST JOSEPH'S CATHOLIC SCHOOL

CHURCH ROAD

LAVERSTOCK

SALISBURY

WILTSHIRE

SP1 1QY

TEL: 01722 335380 FAX: 01722 410741

admin@sjcs.org.uk

www.sjcs.org.uk