



Information for Applicants

Exams Officer

Grade F £9,745-£10,462

Fixed term 20 hours
Term Time only

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: r.evans@tgs.starmat.uk

Headteacher: Mr A Parkinson



4 October 2021

Dear applicant,

Thank you for expressing an interest in applying for the post of Exams Officer.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued. Our recent entry into the STAR MAT as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience across the 4-19 year old age range.

When I first arrived at TGS there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

Our ambition for the school focuses on developing a culture where all students achieve highly whatever their background or ability. This relies on providing learning and teaching of the highest possible quality to engage, enthuse and motivate. At TGS we do not limit our definition of achievement simply to traditionally academic pursuits; we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

The Exams Office is a vibrant and highly successful part of TGS. Students tell us that they enjoy their learning and achieve very highly. Achievement is consistently strong at GCSE and A level. As such, we wish to recruit someone who will contribute something really special to our team.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at www.tgs.starmat.uk. If you would like to speak with a member of the Exams team or arrange to visit during a school day, please do not hesitate to contact us at c.langford-smith@tgs.starmat.uk

If you chose to take your interest in the post further, I would encourage you to pay attention to the following whilst assembling your application:

- The School Vision and Values Statement
- Job description and person specification for the role of Exams Officer
- School performance data about the school available in the public domain
- The school website
- THE STAR MAT website

I hope the following information shapes your thinking and gives the guidance to help you apply.

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

I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Exams Officer, then you should:

- Fully complete the application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of **two** professional referees with one being your current employer (with email addresses). Do not enclose additional CVs.
- Support your application with a covering letter (1 side A4 Arial 11 point, 1.15 spacing, maximum) addressing the following:

Side 1: How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Training
- Knowledge and skills

Please use *relevant and recent* examples and impact measures from your practice.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised	5 October 2021
Closing time/date for applications:	19 October 2021 9.00 AM
Short listing:	21 October
Invitation to interview by telephone/ Confirmation by email:	22 October 2021
Selection day:	w/c 1 November 2021

Please address all return mail to:



Mrs R Evans
HR Advisor
Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

r.evans@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Exams Officer

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious; Resilient; Responsible; Respectful to yourself and others.</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>
<p>The best support for each student</p>	<p>Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.</p>

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition and resilience	To show a desire and determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

JOB DESCRIPTION

Grade:	Grade F
Hours:	20 hours per week, term time only (willing to be available to work full time (5 days) during exam periods starting at 8am, and take back time as TOIL)
Responsible To:	Exams Manager
Job Purpose:	Support with Exams process

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

Staff are guided by the following **values** which underpin everything we do, every day:

Students considered first	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

Main Responsibilities

The core focus of this job is to assist in the efficient and effective running of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.

To support the manager to ensure that the school complies with the examination board rules, ensuring exams are invigilated in a way that meets the exam board regulations and provide advice and guidance on the examination boards rules and regulations to staff and pupils

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English

Operational

- Assist with all arrangements for all public examination entries
- Supports the manager to ensure the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken
- Complete examination entries and store securely and send completed examination papers to examination boards by deadlines
- Makes preparations for examinations, including setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationery.
- Undertake exam invigilation duties
- Organise appropriate arrangements for the support of candidates with special examination requirements
- In the absence of the Manager, will deal with issues relating to appeals, remarking and other administrative issues
- Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them
- Responsible for the safe storage of the examinations papers, examination certificates and examination results

Communications

- Liaise with examination boards to ensure accurate administration of all examinations, including ensuring compliance with examination boards rules, coursework requirements
- In the absence of the Manager will provide advice and disseminate examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results
- Liaises with staff/heads of departments regarding pupil examination entries

Safeguarding

Show an awareness of and comply with the policies and procedures relating to child protection and safeguarding.

Show a commitment to safeguarding and promoting the welfare of children, young people and adults, recognise signs of change, danger or risk of harm and raise concerns as appropriate.

Provide relevant information/reports, attend and contribute to strategy meetings, CIN/CP meetings as required.

Undertake training to ensure knowledge around safeguarding is up to date.

Partnership working

Assist the Manager to liaise with Exam Boards, students and Parents and Senior Leadership Team.

Skills Development

Practice Continuous Professional Development .

Attend team and staff meetings.

Engage in the school's performance management process.

Systems and Information

- Support the manager in the provision of data and analysis on examination entries and results, writing reports as appropriate
- Creates effective information systems for the recording of exams and results
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.

Planning and organisation

- Assist in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators

Data Protection

To comply with the STARMAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Equalities

To engage in opportunities to develop an understanding of all aspects of inclusion and equal opportunities issues.

Health and Safety

To be aware of and implement health and safety responsibilities as an employee and where appropriate any specialist or managerial health and safety responsible defined in the Health and Safety policy and procedure.

To be fully aware of risk assessment processes.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to

discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.

PERSON SPECIFICATION

JOB TITLE: Exams Officer

Essential upon appointment	Desirable on appointment
Knowledge	<ul style="list-style-type: none"> ● Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations ● Knowledge of invigilation procedures
Experience <ul style="list-style-type: none"> ● Experience of working in an administration role ● Experience of supervising others 	<ul style="list-style-type: none"> ● Experience of exam invigilation
Occupational Skills <ul style="list-style-type: none"> ● Analytical and report writing skills ● Good communication skills ● Supervisory skills ● Ability to use initiative and make decisions ● Organisational skills ● Confidentiality ● ICT skills ● Ability to work accurately and to deadlines 	
Qualifications <ul style="list-style-type: none"> ● Good standard of education to evidence good numeracy and literacy ● Level 3 qualification in a relevant field e.g. administration 	
Other Requirements <ul style="list-style-type: none"> ● Enhanced DBS clearance ● To be committed to the school's policy and ethos. ● To be committed to Continual Professional Development. ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ● Able to exercise discretion & judgement ● Flexibility 	

<ul style="list-style-type: none">• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.