



Job applicant information pack

Exams Manager Ratton School



Welcome letter

Dear Applicant,

Thank you for your interest in Ratton School and for considering us as your next career move.

The aim of our trust is to provide an outstanding educational experience for all students in our schools. Our aim is to develop a sustainable and exciting educational experience that places our learners at the centre of all that we do.

This is a critical role and we are seeking an exceptional team player who possesses excellent organisational and communication skills and very high levels of accuracy and attention to detail. You will ensure that all internal and external student exams are effectively planned and organised and will also embrace supervising, training and leading a team of invigilators. As a strong exams manager, you will be confident working across multiple systems and ideally will have some experience of exams administration including working with a student records system. It is expected that the successful applicant will have some flexibility around working hours and also be available to work during the summer holidays, particularly in August, in order to process examination results when they come in.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for trust staff children at Ocklynge Junior School.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join the South Downs Learning Trust.

Paul Murphy
Executive Headteacher

Gavin Peevers
Headteacher

Our Vision and Ethos

Our Trust aims to providing an outstanding educational experience for all students and children with both schools retaining their own unique identity and working closely together to help develop a sustainable and exciting educational experience that places our students and children at the centre of all that we do.

At Ratton, the vision of **achieving excellence** is underpinned by six virtues:

Compassion – Showing kindness and caring for other people and the environment.

Respect – Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.

Creativity – Being curious about the world, solving problems and asking thoughtful questions.

Teamwork - Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.

Effort - Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

Responsibility - Taking responsibility by being in the right place, at the right time, doing the right thing.

Based on this vision and these virtues we tirelessly strive to ensure that:

- Students are happy and confident.
- Students develop their potential.
- We provide for students' wellbeing.
- Teaching is outstanding.
- There is a powerful community spirit and bullying is prevented.
- Communication between school and home is excellent.
- Discipline and values are strong.

Job description

Job Title:	Exams Manager
School:	Ratton School
Grade:	Single Status Grade 8 points 20-22
Responsible to:	Deputy HT

Main Purpose

To lead the effective organisation of all internal and external examinations in accordance with the regulations laid down by the awarding bodies.

To ensure the highest levels of organisational support for each student in both external and internal examinations through the submission of accurate information for all examinations.

To comply with the Examining Bodies' regulations.

Main Tasks

1. To ensure that all examination entries submitted to awarding bodies are accurate and within deadlines.
2. To be responsible for applications for Special Consideration to the Examination Boards.
3. To set up, maintain and disseminate a yearly register of details of current qualifications being studied in the school to include QAN and discount codes.
4. To ensure that the costs of retakes etc. are reimbursed by candidates/departments as appropriate.
5. To advise School Leadership on implications for the school arising out of examination timetables.
6. To ensure candidates and staff receive accurate and timely information pertaining to their examinations including publishing timetables and producing individual statements of entry. Ensuring all details are sent to parents and published accurately on the school website.
7. To manage and run examinations, organise appropriate invigilation and ensure invigilators are correctly trained in line with JCQ and ICE regulations, access requirements, support any special considerations, liaising with the Cover Manager regarding rooms required, the Site Team regarding the setting up of examination rooms and Heads of Department and the Senior member of staff responsible for the calendar in the setting up of internal examinations.
8. To ensure all Exam policies are updated based on JCQ guidelines
9. To take responsibility for downloading and distributing results in accordance with Joint Council for Qualifications regulations and checking of certificates before distribution.
10. To deal with post-results enquiries, applications for remarks, and requests for copies of papers and scripts.

11. To keep up to date with national changes through professional associations, media and training and to seek ways to implement change.11. To disseminate information, answer enquiries and dealing with complaints regarding internal and external examinations from staff, students and parents/carers.
12. To ensure the health and safety of candidates and staff in and around examination rooms.
13. To ensure that security arrangements concerning examination papers and results are strictly enforced according to Joint Council for Qualifications requirements.
14. To liaise with awarding body inspectors ensuring they are fully supported on their regular visits.
15. Line manage and supervise clerical staff and/or a team of invigilators. This includes undertaking one to one's, annual appraisals and providing support with identifying training and development needs.
16. To take responsibility for the annual spend for examination invigilators and the examination budget.
17. To provide administration support to a range of teams across the MAT, contributing to the smooth running of the schools.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person specification

Key skills and abilities

- Ability to organise and prioritise own workload
- Ability to work in an organised and methodical manner
- Ability to maintain efficient record keeping systems
- Ability to produce accurate and up-to-date records and reports as required
- Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents
- Ability to take personal responsibility for organising day to day targets
- Ability to demonstrate basic keyboard skills for accurate computer input and retrieval
- Ability to work effectively as part of a team
- Ability to work in a discreet and sensitive manner
- Ability to work under pressure
- Ability to meet to collate information from a variety of sources to ensure deadline for exam entries are met and penalties for late submission are avoided.

Knowledge

- A basic knowledge of the work of a school
- Knowledge of the Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis.
- Proficient keyboard skills.

Experience

- Experience of undertaking a range of clerical duties
- Experience of, or willingness to learn, a range of computer applications
- Supervision or line management experience
- Experience of managing or overseeing budgets

Personal Attributes

- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Desirable

- Experience with SIMs
- Professional qualification in exam management or equivalent
- Experience of working as an Examinations Assistant or similar role

How to apply

To apply for this position, please access the application form via [Vacancies | Ratton School](#) or for those using the TES or Gov.UK platforms to apply, you may also use the forms available there.

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk before the specified closing date.

Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

Terms of employment	
Grade	Single Status Grade 8 points 20-22 (£27, 861 to £29, 783) per annum (pay award pending), pro rata.
Actual Salary	£23,937.49 gross per annum, £1,994.79 gross per month
Hours	During term time, the position entails 35 hours per week, from 7:45am to 3:15pm each day, with a 30-minute unpaid break. Additionally, there will be 60 hours of work during the summer break, particularly during examination results periods (specific hours will be discussed during the interview). During peak examination periods, the appointed individual must be adaptable, as they will be expected to work from 7:30am to 4pm.
Contract	Permanent, term time only + 2 extra weeks
Deadline and interview dates	
Closing Date:	Monday 8 July 2024
Interviews:	Friday 12 July 2024

Application Procedure

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of

this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

Personal Specification

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 2) If you are successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff, this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before the interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above. For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Teachers, whether full or part time, will automatically be a member of the Teachers' Pension Scheme unless they elect to opt out.

Visa Sponsorship

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

Policy on Equal Opportunities

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

Safeguarding Notice

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.

