



# **Whitworth Park Academy**

Exams Officer

Candidate Information Pack

# INTRODUCTION

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Whitworth Park Academy is a successful, welcoming and caring school.

Whitworth Park School was opened in September 2012 following the amalgamation of Spennymoor School and Sixth Form Centre and Tudhoe Grange School. Both schools were highly successful serving the community of Spennymoor and the surrounding villages. On 1 September 2018, the school became an 11-16 Academy and is part of the Advance Learning Partnership (ALP)



Whitworth Park Academy is situated in a semi-rural location within easy reach of the cities of Durham and Newcastle-Upon-Tyne. Spennymoor is also ideally located for access to the A1M which is situated close by whilst house prices are moderate when compared to the National average.

Whitworth Park is a warm, welcoming and hardworking community striving for 'Excellence for Everyone'. We want children to leave school having maximised their academic progress but also with the social and personal skills needed to extract the maximum from what the world has to offer them. The school offers a broad and balanced curriculum and is committed to offering the highest quality learning experience to all of its students. We expect students to achieve the very best they can within a friendly and welcoming environment which inspires them to strive for and reach their full potential, no matter what their abilities or talents.

We have high expectations of ourselves and that is applied to all our students because they are here to learn. We are proud of our school and will ensure we do all we can to recognise and celebrate individual student achievements.

# JOB DESCRIPTION

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## JOB TITLE:

Exams Officer

## ACCOUNTABLE TO:

Senior Leader with responsibility for exams

## GRADE:

Grade 5 (point 18-22)

Part time (0.5FTE)

Flexible working, term time only + 5 identified days



## THE POST:

Applications are invited for the post of Exam Officer. Focus: To provide a professional, efficient & effective range of administrative and examination activities across the school, in accordance with agreed policies and procedures, to ensure delivery of a first class service.

Applicants will need to demonstrate evidence of excellent organisation and data analysis skills. Experience of school based systems such as SIMS would be advantageous.

Whitworth Park Academy is an Equal Opportunities employer. We want to develop more diverse workforce and positively welcome applications from all sections of the community. Applicants with disabilities will be invited for interview if the essential job criteria are met. The school is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of an enhanced DBS Certificate and Pre-Employment Health Check.

## KEY RESPONSIBILITIES

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**Staff are expected to support and contribute to the school ethos.**

**Success through Partnership- an inclusive education for all learners in the community of Spennymoor providing *"Excellence for Everyone."***

The school aim is to create an environment which is inspirational and aspirational, in which every learner has the opportunity to develop the skills to lead a positive and fulfilling life. We work in collaboration with parents, carers, the community, and all other educational and service providers to nurture all of our young people. Our educational programmes provide a climate which inspires learning, creates trust, respect and tolerance and promotes sustainability and collaboration - *"Excellence for Everyone"*.

### Generic responsibilities for the post:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- To model the values, ethos and vision of the Trust.
- To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.

### Specific responsibilities for the post:

#### Exams

- To process entries to examination boards, including estimates, updates, special arrangements and amendments.
- To administer internal exams.
- To administer coursework arrangements.
- To liaise with exam boards, parents, staff and students.

- To check and provide papers, stationery, seating plans and special arrangements.
- To collect and administer parcels for posting.
- To administer certificates and results.
- To arrange re-marks and appeals, where necessary.
- To provide training for invigilators where required and organise invigilators.
- To provide examination timetables.
- To check examination invoices before they are passed for payment and deal with any queries if necessary.

#### **Administrative Assistant responsibilities:**

- To provide a clerical support service in relation to reprographics, word processing, and sorting, distribution and despatch of school post.
- To maintain high standards of reception and telephone skills when communicating with outside agencies, parents/carers, governors, staff and students.
- To assist in taking delivery of all supplies and redistribute to appropriate departments.
- To support any students reported ill and ensure their care is organised appropriately.
- To administer medication.
- To provide assistance with other general duties as requested by the Head teacher/Administration Leader e.g. sale of uniform, bus passes etc.

#### **General expectations of all support staff:**

Staff will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and students to follow this example.
- Follow school policy regarding care, support and supervision of students.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work effectively as a team member.
- Act as a role model to students in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

#### **Duties and responsibilities of all support staff:**

All support staff will:

- Support and encourage colleagues at all levels within the school.
- Promote the school's stated ethos and support the school's policies.
- Contribute to and implement the annual School Improvement Plan and agreed policies.

- Support and assist the progress of student learning.
- Take responsibility for their own professional development.
- Contribute to the development of work policies as appropriate.
- Attend and contribute to appropriate meetings and professional development activities.
- Take an active part in the school's self-evaluation process.
- Promote good behaviour and positive attitudes at all times.
- Support subject, form, year and school activities as appropriate.
- Undertake whatever other duties might reasonably be requested by the Headteacher or Line Manager.

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

# PERSON SPECIFICATION

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	5 GCSE (A*-C) including Maths and English or equivalent.	*	
	NVQ Level 3(or equivalent) in Business/School Administration or relevant qualification.		*
	Commitment to further enhance knowledge & skills.		*
Experience	Advanced knowledge & skills in the use of MS Word Excel.	*	
	Knowledge of SIMS i.e. Assessment Manager, Exams Organiser and its use in schools.	*	
	Demonstrate a good understanding of examinations process and adhering to exam compliance, procedures and codes.	*	
	Knowledge of the use of data (including School Performance Indicators). How it can be used to inform planning, measuring progress and to aid target setting.	*	
	Experience in managing a team of exam invigilators.	*	
Qualities & Values	Ability to prioritise in order to meet the needs of all stakeholders in the school.	*	
	Efficient, accurate and excellent attention to detail.	*	
	Able to work under pressure and to strict timelines.	*	
	Excellent ICT skills and data input e.g. Word, Excel.		*
	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	*	
	Excellent organisational skills.	*	
	Promote a positive working environment.	*	
Personal Attributes	Able to follow direction and work in collaboration with line management and SLT.	*	
	Shows initiative and can work under pressure, multi task and retain a sense of humour.	*	
	Able to work as team member to achieve common goals.	*	
	Able to work flexibly to support others and respond to unplanned situations.	*	
	Enthusiasm and self-confidence.	*	
	Efficient and meticulous in organisation.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding. Any relevant issues from references will be taken up at interview.

## APPLICATION

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Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **midday on 14<sup>th</sup> February 2019** addressed to:

Mr D Stone  
Interim Headteacher  
Whitworth Park Academy  
Whitworth lane  
Spennymoor  
County Durham  
DL16 7LN

or by e-mail to the Headteacher's PA, Mrs J Woodward at: [j.woodward@whitworthpark.org.uk](mailto:j.woodward@whitworthpark.org.uk)

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Whitworth Park Academy:

- is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references
- operates a strict no-smoking policy
- is an equal opportunity employer. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

Unfortunately we are unable to acknowledge receipt of your application.