



Recruitment Pack

Exams Officer
NJC Scale SO2 P 26-28 pro rata
(36 hours a week/39 weeks a year)

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

We are looking for an experienced, organised, technically proficient, calm Exams Officer to join our excellent Support Staff team and embody our Bolder values of being kind, brave and strong. We are now a fully running KS3-5 school and the ideal candidate will be one who has experience of all key stages.

The successful applicant will be joining an innovative, ambitious staff group who are supported by an experienced Senior Leadership team to deliver an outstanding curriculum to all students. We pride ourselves on the strength of our professional relationships and the successful applicant will become a part of a truly supportive school community.

The opportunities to be part of the Academy's history in a school that truly stands apart are significant. You will be shaping the administration of the school, delivering best practise and striving for the gold standard in all aspects of service delivery.

We are proud of the extraordinary partnerships that we have formed with key local businesses, such as Sky, which has resulted in a 'bold' education being provided for our students: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

At Bolder Academy we strive for our students and our staff to shine brighter and ultimately to be bolder.

I look forward to meeting with you,

Andy De Angelis
Headteacher

The Bolder Application

"We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create." Peter Hyman, School 21

Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, and brilliance.

As a member of staff, you will play an integral part in developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

For more information about what Bolder can offer you, please click here <https://flipbookpdf.net/web/site/a2b8a89b0fe01d7c52c93c9f7d4e9d0b1f37373aFBP30845582.pdf.html>

To apply, please click on the 'Apply' button on our TES listing to fill out an online application form. Alternatively, please complete the teaching application form which can be found on the website: www.bolderacademy.co.uk/vacancies

If you do have any questions or you would like a word version of the application form, please email vacancies@bolderacademy.co.uk

Timeframe for Recruitment

Closing date for applications	<p>We will shortlist and interview as we receive applications – so please send them in before the deadline of <u>9am on Monday 12th May 2025.</u></p> <p>Only shortlisted candidates will be contacted.</p> <p>We will consider interviewing early if we receive a strong application.</p> <p>Please note: No agencies should apply, and we do not accept CVs.</p> <p>Sponsorship: We do not currently offer sponsorship for overseas candidates.</p>
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Person specification: Exams Officer				
		Essential	Desirable	Evidence
Qualifications and Experience				
1	Degree		Y	A
2	Experience in an Exams Officer role	Y		A
3	A commitment to own professional development	Y		A
4	Strong knowledge and understanding of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children	Y		A, I
5	Strong knowledge and understanding of UK GDPR and data protection	Y		A, I
7	Experience and strong understanding of compliance in relation to delivery of Exams	Y		A, I
9	Experience of recruiting, managing and training Exam Invigilators to support key busy periods	Y		A, I
10	Strong experience/ knowledge of relevant MIS systems (Sims, Excel, Microsoft 365, Teams)	Y		A, I
11	Able to write and speak fluent English.	Y		A, I
Personal Attributes and Behaviours				
12	Vision aligned with Bolder Academy of high aspirations and high expectations of self and others.	Y		I
13	Highly organized, strong attention to detail and able to juggle multiple priorities	Y		A, I
14	Discretion, integrity, able to manage and work with sensitive information/ data	Y		A, I
15	Confidence: wanting to be part of something new/ developing.	Y		I, R
16	Adaptability and flexibility to changing circumstances and new ideas.	Y		I, R
17	Passionate and dedicated - ensuring students are successful, a belief that schools have a responsibility to prepare students for their lives – as well as exams.	Y		I, R
18	Creative, courageous and resilient.	Y		I, R
19	Willingness to 'roll sleeves up' and 'get stuck in.'	Y		I, R
20	Strong communication and diplomacy skills.	Y		I, R

21	Ability to work under pressure and to calmly meet deadlines	Y		A, I, R
22	Willing to take responsibility and ownership	Y		A,I,R
23	Ability to form and maintain appropriate relationships and personal boundaries with young people.	Y		I, R
24	Team player.	Y		I
Ability to Fulfil Wider Professional Responsibilities				
25	Potential to make a strong, positive contribution to the wider life and ethos of the Academy.	Y		I, R
26	Ability to develop effective professional relationships with colleagues, students and parents.	Y		I, R
27	Effectively promote students and staff successes.	Y		I, R
Others				
28	This post is subject to an enhanced DBS.	Y		A, I, R

Key to Evidence: A = Application I = Interview R = References

Job Description: Classroom Teacher MPS/UPS	
Line Manager:	Senior Leader
Post directly supervised:	N/A
Main Purpose of Role:	This is a key management role in the administrative team. The individual must be responsible for the administration and management of all external and internal examinations; support the Head of Centre in ensuring the centre is compliant with the JCQ regulations and awarding body requirements; promote and adhere to Bolder Academy's values and ensure the integrity of the exams system and work proactively to avoid malpractice among students and staff.
Working terms:	36 hours a week for 39 weeks. This will include results weeks which are in August each year. Flexibility will be provided in working hours over the exam periods in the form of Time Off In Lieu to compensate for extended working hours during the exams sessions. This must be agreed in advance with the line manager and is normally limited to exams sessions. Time Off In Lieu is not restricted to the term in which it was accrued but must be agreed in advance with line management.
Core Accountabilities:	
Exam responsibilities	
<ul style="list-style-type: none"> • To be responsible for all aspects of the examination process and procedures • Direct line management of invigilators. • Managing and organising the training of the invigilators ensuring the training is relevant and up to date. • To ensure adequate invigilation pre and post school hours where necessary during the examination seasons. • To keep up-to-date knowledge of the changes and updates involved in the administration of external examinations. • To maintain connections and communication with exam boards to ensure deadlines and regulations are met and to manage appropriate access rights for relevant internal stakeholders. • To implement and review examination procedures and advise the senior team around improvements. • To be responsible for a calm and ordered environment throughout the examinations and ensure all follow JCQ regulations. • To manage and respond to examination queries. • To attend training and local area network meetings. • To maintain connection between different examination software – SIMS. 	

- To check entries against invoices and query discrepancies.
- To liaise with SLT in updating the Academy policies relating to exams when necessary.
- To keep staff up to date with NEA and coursework regulations, changes and deadlines.
- To submit coursework to moderators as directed.
- To support the head of centre in investigating and reporting areas of malpractice in relation to examinations.
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- To liaise with the finance team to ensure that course and examination fees are paid.
- 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
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre

Entries and Administration

- To create the examinations key dates document at the beginning of each academic year and update this when necessary.
- To liaise with the 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.
- To ensure accurate entries are made in good time using SIMs.
- To work with staff and parents to identify any problems relating to external examinations and act promptly.
- To ensure all candidates are notified of their examination entries and dates and times of their examinations/assessments in accordance with regulations.
- To collate examination registration and entry data as requested by awarding bodies, ensuring that these are entered onto the computer system and despatched in accordance with deadlines.
- To publish examination timetables for public examinations and to support SLT in the formation of the mock exams programme.
- To manage the receipt and monitoring of exams papers in accordance with JCQ regulations and ensure the integrity of external exam papers.
- To oversee the rooming, room set up and receipt, safekeeping and despatch of exam scripts in line with JCQ guidance.
- To work alongside Senior leaders to ensure students and staff are briefed on the procedures relating to exams and liaise with students and parents regarding conduct and special considerations.
- To make applications for special consideration post exams and check they have been granted.
- To welcome and facilitate JCQ Inspections and liaise with SENDCo regarding Access Arrangements Inspections.

- To ensure that inspectors recommendations are accepted and improvements in systems/procedures are put in place.

Access Arrangements

- To support the SENDCo in implementing examination access arrangements and reasonable adjustments for eligible candidates.
- To support with the receipt and distribution of altered papers from exam boards for access arrangements.

Results

- To plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results to permitted staff.
- To plan, prepare for, and manage the release of results to students on or following results day.
- To liaise with the Data manager to ensure that results are analysed and input into the correct systems.
- To administer and advise on post results enquiries and services.
- To facilitate, monitor and track post results applications, review of marking and appeals with parents and students.
- To manage and administer the receipt, distribution and retention of examination certificates according to the regulations.
- To inform the Headteacher and Data Manager of any changes in results which have an effect on DfE returns.

Administrative / Financial

- To ensure that all administrative duties, checks, documentation are completed accurately including returns and reports.
- To maintain manual and computerised records and filing systems.
- To deal with correspondence promptly and as required.
- To support Line Manager in managing, monitoring and review relevant budgets ensuring best value principals are followed
- To follow appropriate financial procedures and Academy policies in relation to placing purchase orders and authorising invoices for payment.
- To have overview and administrative responsibility for the school's Exams policies, ensuring that they are updated as needed and distributed for sign off in a timely fashion, to meet the requirements of the Headteacher.

Behaviour and Safety:

- Develop and promote effective partnerships with parents, carers, other staff and students so they are highly positive about the subject area in terms of achievement, teaching and learning, behaviour and safety.
- Take a lead role in establishing a positive Exams environment in which students are able to do their best in a well managed, calm, caring, professional environment
- Ensure all staff invigilating and overseeing Exams show high levels of vigilance, engagement, attention to detail and courtesy.
- Ensure all students arrive punctually to Exams and time is maximized.
- Ensure student behaviour is managed in line with Academy policy, and is applied within all Exams.
- Be aware of what constitutes an unsafe situation and that staff Invigilating Exams know how to keep themselves and others safe.

Leadership and Management:

- To identify training needs of examinations staff as well as organising appropriate development opportunities.
- To be involved in the recruitment of examinations staff when required
- Take part in staff appraisal and absence management meetings (if applicable).
- Use appropriate strategies to tackle staff underperformance and celebrate achievements.
- Play an active role in quality assurance processes such as collaborative planning, work sampling, Audits
- Work effectively and positively with the governing body, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

General responsibilities:

- To be totally aligned to the vision of the Academy and implement the vision in daily practice.
- Contribute to the effective management of the Academy through the implementation of Academy policies, code of conduct.
- To communicate effectively with staff and students and to resolve conflicts that may arise in a positive way.
- Attend meetings and training relevant to the post.
- To attend Academy events as required.
- To support Academy emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- To keep abreast of developments, current initiatives and changes in their field and communicate to staff as appropriate.
- To accompany students on trips and visits.
- To undertake First Aid and Fire Marshall training and duties.

- Other duties as the Headteacher may reasonably require.

Other:

- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
- Acquire/develop the skills required to undertake the role effectively and efficiently
- Engage in the centre's Appraisal/Professional Development Programme
- 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 or senior leadership team responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the Academy. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the postholder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: