



# Ark Alexandra Academy

## Exams Officer

<b>Reporting to:</b>	<b>Data Manager</b>
<b>Location:</b>	<b>Hastings, East Sussex</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full Time, Term Time plus 4 weeks (36 hours per week, 43 weeks per year)</b>
<b>Start date:</b>	<b>As soon as possible</b>
<b>Closing date:</b>	<b>Monday 20 February 2023</b>
<b>Salary:</b>	<b>Ark Outside London Support 7: Pay Points 14-24: £25,409 -£31,099 per annum (pro rata) Actual salary: £23,991.81 – £29,364.45 per annum</b>

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

## Ark Alexandra

Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Ark Alexandra is a two-campus secondary academy with a Sixth Form provision in Hastings, East Sussex and is the largest secondary with 6th form in the Ark network. A popular school, we are growing from a 10 to 12 form entry this year, working across a split site, which brings with it unique opportunities for growth and development. At our most recent Ofsted inspection in September 2021, Leadership & Management, Behaviour & Attitudes, Personal Development and Sixth Form were all judged to be Good.

As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

This is an opportunity to join us as an Exams Officer and help us create a truly great school for the young people of Hastings.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the

highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

## **How is Ark Alexandra different?**

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have a 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance. We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, no mobile phone school.
- Our curriculum is traditional and academic, and we do not take shortcuts to boost our position in school league tables.
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- We offer health benefits such as a subsidised gym membership, Healthcare Cashplan, Cycle to Work scheme and Employee Assistance Programme or if you prefer retail therapy, staff discounts (online and in-store) via instant vouchers or reloadable gift cards from the Ark Rewards scheme.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.

If you are ready to add further value to our dedicated, hard-working team and to work alongside a diverse school leadership team, then you will find this job extremely rewarding.

**Alignment with the school's vision, values and approach to education is essential.**

## **The Role and the Department**

As an Exams Officer, the successful candidate will administer all aspects of public and mock examinations and certification processes and ensure the smooth running and integrity of all external and internal examinations across the school to the JCQ standards.

We need someone who is proactive, has excellent communication skills, is experienced in supervising staff and has a genuine passion for and belief in the potential of every student. The ability to remain calm and professional under pressure in a busy environment is essential.

## About Ark Schools

Ark is a network of non-selective schools. We run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Our aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To find out more about Ark Alexandra, please visit our website via [www.arkalexandra.org](http://www.arkalexandra.org)

**Closing Date: Monday 20 February 2023 at 9am.**

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

## **Job Description: Exams Officer**

<b>Reporting to:</b>	Data Manager
<b>Location:</b>	Ark Alexandra Academy, Hastings
<b>Contract:</b>	Permanent
<b>Salary:</b>	Ark Outside London Support 7: Pay Points 14 – 24: £25,409 - £31,099 per annum (pro-rata)
<b>Hours:</b>	36 hours per week, term time plus 4 weeks

### **The Role**

To administer all aspects of public and mock examinations and certification processes and ensure the smooth running and integrity of all external and internal examinations across the school to the JCQ standards.

### **Key Responsibilities**

- Lead and administer the organization of internal and/or external exams to the JCQ standards
- Lead, and follow the regulations and processes on the Cambridge admissions testing to support sixth form students with their university applications
- Set up and have overall responsibility for the NGRT tests for students in Year 6 to Year 10
- Meet JCQ requirements following changes to the regulations and ensure training is specifically tailored to the academy
- Ensure the academy follows the regulations so that all exams are carried out correctly and with integrity, conducting training to the Leadership Team and teaching staff as required
- Oversee the conduct of examinations and the security of papers and scripts to ensure full compliance with examination board regulations
- Develop and maintain an excellent working relationship with designated examination boards
- Input and analyse data using relevant examinations software, such as the CMIS
- Liaise with Heads of Department with regards to the relevant exam boards and syllabuses studied to examination level. Establish the number of entries at each tier to process entries, predicted grades and coursework marks, and submitting entries to that Exam Boards receive correct student entries on time
- To be the first point of contact for the Academy's Exam Invigilators
- Provide training to a team of invigilators, ensuring that the Joint Council's 'Instructions for the Conduct of Examinations' is adhered to at all times
- Assist in the timetabling of exams
- Create and distribute examination, rooming and invigilation timetables to students and staff, including the resolution of clashes

- Liaise with the facilities team to ensure that the facilities for students undertaking examinations are of the highest possible standard
- To be part of the interview process when recruiting invigilators, including shortlisting and interviewing
- Arrange for the team of invigilators to attend training at the start of each academic year and ensure all online training is completed in a timely manner
- Liaise with the awarding bodies to ensure that students receive any special consideration due to them together with allowances for prevailing circumstances
- Manage the electronic download of examination results and the process of distribution to students
- Keep abreast of developments in education and the corresponding changes in qualifications and assessment

## Other

- Support with school duties, invigilation and enrichment, encouraging students to reflect the Academy's ethos and values as per the Behaviour Policy
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network to establish good practice throughout the network, offering support when required.

## Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal/Senior Leadership Team/Line Manager.**

# Person Specification: Exams Officer

## Qualification Criteria

- Maths and English GCSE or equivalent at Grade C or above
- Relevant courses related to exam management and administration (desirable)

## Knowledge, Skills and Experience

- Experience of implementing the JCQ standards (desirable)
- Experience of administering examinations (desirable)
- Knowledge of relevant education policy and regulation on data and assessment (desirable)
- Experience in using data management systems (Bromcom and CCr are used in our school)
- High level of proficiency with Microsoft Office
- Excellent administrative and organisational skills
- Excellent communication skills
- Experience supervising staff
- Ability to prioritise workload within deadlines

## Personal Characteristics

- Genuine passion for and a belief in the potential of every student
- Flexible, highly organised and able to prioritise to meet deadlines
- Strong interpersonal skills with young people and adults
- High standards and a keen eye for detail
- Sound judgment, especially relating to confidentiality and discretion
- Takes initiative and manages own time effectively
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Keen to learn and further develop own skills
- Willingness and ability to learn and operate new IT systems and databases

## Other

- Right to work in UK
- Commitment to the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or*

warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).