



**ST PATRICK'S**  
— Roman Catholic High School —



**THE ST PATRICK'S CENTRE**  
— of Educational Excellence —

*Amazing things happen here*

## Job Application pack

# Examinations Officer



*Helping every child to be the very best version of themselves*

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: [stpatricks.rchighschool@salford.gov.uk](mailto:stpatricks.rchighschool@salford.gov.uk)  
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# WELCOME

## FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Examinations Officer.

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne  
Headteacher



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## Why St Patrick's?

### Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

### Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

#### CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

#### Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

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### Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

### Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

### Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

### Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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## Job Summary

**Job Title: Examinations Officer**

**Contract Details: 36 hours per week**

Term time only plus 3 weeks inc. of GCSE examination window in early August/September

**Salary from: £27,334 - £29,269 (Actual salary to be pro-rata)**

**Grade: 2C point 14-18**

**Start date: ASAP**

The Governors of St Patrick's RC High School are seeking an Examinations officer to join our wonderful school.

### Main purpose

The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

### Some duties include:

- To follow and enforce all exam procedures and regulations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Patrick's School instructions.
- To play a key role in upholding the integrity of the examination/ assessment process.
- To keep confidential exam papers and materials secure before, during and after exams.
- To immediately, inform the Lead Invigilator and the Exams Office of any incidents of malpractice.

- To assist with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and organising the secure delivery to and from venues as appropriate.

Application packs can be downloaded from the school website [www.stpatricksrchigh.co.uk](http://www.stpatricksrchigh.co.uk). Completed applications and supporting documentation should then be submitted by email to [cathryn.taylor@salford.gov.uk](mailto:cathryn.taylor@salford.gov.uk).

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

The successful applicant will be required to complete an enhanced DBS check.

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## Job Description

The job description below gives an insight into the responsibilities of the **Examinations Officer** and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

St Patrick's is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Duties and responsibilities

#### Planning and organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary
- Communicate effectively with staff inc. curriculum leaders, line data manager, managers, pupils & parents.

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### Exam management

- Recruit, train and manage invigilators as required
- Make sure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

### Results and data management

- Make arrangements for sharing results with students (e.g. results day)
- Make sure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records
- Manage the process of re marks in conjunction with Head of Department

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### Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate
- Be willing to learn new processes and procedures to implement these to make exam processes current, efficient and up to date

### Other areas of responsibility

Promote the catholic ethos of the school.

The examinations officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

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## Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> <li>GCSE grades or equivalent</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Working in a school/college environment</li> <li>Using a management information system (MIS), preferably SIMS</li> <li>Excellent track record of attendance</li> <li>Working with confidential and/or sensitive materials</li> <li>Managing time and workload to meet deadlines</li> <li>Managing other members of staff, such as invigilators</li> </ul>	<ul style="list-style-type: none"> <li>Managing the administration of examinations</li> <li>Working with awarding bodies and regulatory organisations, e.g. JCQ</li> <li>Complying with statutory regulations set by external bodies</li> <li>Working with data sets</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>High standard of communication (verbal and written)</li> <li>Excellent attention to detail</li> <li>Polite and effective interpersonal skills</li> <li>Competent with common IT systems, e.g. Microsoft Office, MIS</li> <li>Ability to work flexibly and quickly under pressure</li> <li>Ability to work across multiple projects and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Data analysis</li> </ul>

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	<ul style="list-style-type: none"><li>• Ability to follow policies and procedures set by the school and external agencies</li><li>• Ability to review processes and be outward facing so we are up to date on new practices</li></ul>	
Personal qualities	<ul style="list-style-type: none"><li>• Organised</li><li>• Ability to keep calm under pressure</li><li>• Ability to work without supervision</li><li>• Willingness to undertake training</li><li>• Commitment to safeguarding and child protection</li><li>• Willing to promote Catholic mission and standards of our school</li></ul>	<ul style="list-style-type: none"><li>• A desire for professional development</li></ul>

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