

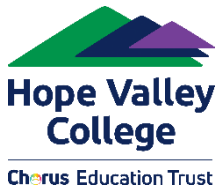
Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Hope Valley College is a comprehensive secondary at the heart of the local community. It is a small, friendly and supportive school and sits within the village of Hope in the Derbyshire Peak District. It joined Chorus in September 2019, when it also welcomed a new Principal. In 2019 the students achieved the fourth best GCSE results in Derbyshire out of all non-selective schools.

Hope Valley College is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.hopevalley-chorustrust.org

Exams Manager

Salary: Grade 6 £28,900 to £32,909 (£17,556 - £19,992 actual salary)

25 hours per week – 41 weeks per year (to be worked on an annualised basis due to the nature of the role)

Permanent

To start: ASAP

About this vacancy

Hope Valley College are seeking an Exams Manager who ideally is experienced in the use of the Progresso examinations module. The successful candidate will be flexible, have exceptional organisation skills, team management experience and be a competent and effective Exams professional.

If you want to be part of an enthusiastic and hard-working team, join an innovative growing Trust and school, with a forward-thinking Senior Leadership Team, and staff who are passionate about improving the life chance of young people, then please apply using the details below.

There will be no need to go elsewhere – your career will flourish with us.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Lisa Critchlow (HR Administrator) at: recruitment@hopevalley.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Annabel Millington, Business Support & Finance Manager.

Deadline for applications: **11.59pm on 11 December 2022.**

Interviews to be held: **week beginning 12 December 2022.**

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Exams Manager
Profile:	BS 3.5
Grade:	Grade 6
Grade spinal point range:	21-26
Accountable SLT post:	Business Support & Finance Manager & SLT Exams link
Line Manager of post holder (if different):	NA
Staff to be supervised or line managed by post holder:	Examinations Team including Casual Exam Invigilators
Post holder will work with:	Senior Leadership Team, Teaching & Support Staff and Students
Holiday and sickness relief by/for:	Other admin support staff
Purpose of job:	To manage all aspects of the internal and external examinations administration process for the school.
	This post may work across the Trust schools.
Version revised:	September 2021

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

To be responsible for the maintenance and development of examinations systems and processes to the standards required by the school, appropriate examinations boards and key stakeholders.

- This will include, but not be limited to:

Main Duties and Responsibilities:

- Liaise with senior staff, exam boards and other parties in all examination related matters, this includes internal and external exams
- Act as first point of contact for student and parents in respect of all queries and problems relating to examinations.
- Production and distribution of examination timetables.
- Ensure entries and amendments are entered into the information and management system and communicated to relevant boards.
- Recruit, train, supervise and manage all staff directly involved in the administration and invigilation of examinations, including line management, staff development and appraisal.
- Ensure that clashes, transfers, changes to times, etc. are efficiently administered.
- Day to day preparation of examination rooms.
- Receipt and security of examination papers, stationery and materials.
- Ensure all correspondence is dealt with appropriately and recorded when required.
- All examination administrative procedures regarding pupils with special arrangements and considerations.
- Management of the school budget for examinations including recharges of exam fees to pupils where appropriate, and submitting income received to finance office.
- Ensure controlled assessment marks and predicted grades are recorded and communicated as appropriate.
- Lead and manage the administration of examination arrangements for other qualifications, including those done in cooperation with other centres locally and nationally.
- Organise both internal and external examinations at off-site venues where appropriate.

- Manage and administer On-Line testing of exams. Liaise with technical staff to ensure correct tests are downloaded.
- Attend conferences and training regarding national testing developments and examination procedures. Feedback the information/training to other staff as appropriate.
- Manage all the arrangements for receipt and distribution of examination results including compilation of statistics for senior staff and school publications.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Exams Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Working knowledge of exams regulations	✓		A / I
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web, and exams systems	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Team management experience including supervision, appraisal and disciplinary procedures		✓	A / I
Experience of managing exams budgets		✓	A / I
Experience of working in Education	✓		A
Qualifications			
Grade 4 or above at GCSE in English, Maths and Science or comparable qualifications or experience	✓		A
Degree		✓	A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
The ability to take charge and manage a team and assist them in prioritising and organising their tasks	✓		A / I
Ability to work under pressure and manage conflicting deadlines and priorities	✓		I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A

Flexible and responsive to changing needs	✓		I
Evidence of working in an environment where experiences include taking initiative and self-motivation	✓		A / I
Proactive, organised and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions	✓		I
Demonstrate attention to detail and good listening skills	✓		I
Ability to work independently and as part of an effective team	✓		A
Ability to collate, interpret and analyse data effectively and accurately	✓		I
Ability to appropriately deal with confidential or sensitive information	✓		I
High level of personal and professional commitment	✓		A / I
Flexible approach to duties and to working hours, to ensure examinations run smoothly	✓		I
Interpersonal skills			
Strong interpersonal skills with the ability to motivate/influence others to ensure deadlines are met	✓		A / I
Ability to build excellent partnerships with a wide range of colleagues and examining bodies	✓		I
Enjoys working with young people	✓		I
Good written and oral communication skills	✓		A / I
Maintains standards set by the organisation	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

