

Applicant Pack

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



Outstanding Achievement for All

Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of **Chorus Education Trust**. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. It sits within a new building with a full complement of facilities.



At Silverdale's heart is one of the country's largest Teaching Schools, the **Sheffield Teaching School Alliance** and in 2020 it was asked to establish one of the first Teaching School Hubs, which resulted in the launch of the **South Yorkshire Teaching Hub**. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School 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.silverdale-chorustrust.org

Examinations Manager

Salary: Grade 6 SCP 21-26 - £26,511 - £30,451 (Pro rata £9,342 - £10,730)

Permanent – 14.5 hours per week over 2 days / 41 weeks per year (Job Share)

To start: As soon as possible

About this vacancy

This is an exciting time to join Chorus Education Trust working at Silverdale School. We are seeking a part-time Exams Manager who ideally is experienced in the use of SIMS exams organiser. 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.

To apply

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

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 5 December 2021.**

Interviews to be held: **week beginning 13 December 2021.**

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:	Examinations Manager
Profile:	
Grade:	6
Grade spinal point range:	21-26
Accountable SLT post:	Business Support Services Manager
Line Manager of post holder (if different):	MIS Manager in conjunction with Business Manager
Staff to be supervised or line managed by post holder:	Examinations Team including exam invigilation staff
Post holder will work with:	Students, School Senior Leadership Team, Other Teaching and Support Staff
Holiday and sickness relief by/for:	By and for business and operations 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:	October 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

Main 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:

- 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: Examinations 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			
Good level of literacy and numeracy e.g. GCSE Maths and English or substantial relevant experience.	✓		A
Degree		✓	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

