



**GREENSHAW**  
LEARNING TRUST



# Exams Manager Recruitment Pack

**ALWAYS  
LEARNING**

Dear Candidate

October 2021

Thank you for your interest in the post of Exams Manager at Blaise High School.

Blaise High School is a disruption free environment which ensures that teachers can teach and students can learn every second of every lesson, day by day. We are committed to our values of Ambition, Inclusion and Collaboration. This means we expect the very best outcomes for all our students and we get there by working with each other and never against each other. We show our ambition in our incredibly high standards from uniform, to our world class curriculum and reading programme. We are a school rich in diversity and we celebrate this daily. All of us believe that all of us can be successful no matter our background or starting point. We collaborate as a teaching team to ensure we are consistently able to improve our practice, as a school to celebrate and have fun together and as an entire community to be sure all of our students are ready to be successful every day. Blaise High School is privileged to be part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

If you would like an opportunity to visit our school, please contact Ms Bristow, PA to the Headteacher on 0117 9030117 or via email [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk) to arrange a suitable time.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure

### **How to apply**

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.blaisehighschool.co.uk](http://www.blaisehighschool.co.uk)

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application

The school reserves the right to commence the interview process at a time prior to the closing date so early application is recommended. Please note we do not accept CV's.

**Closing date:** Sunday 7<sup>th</sup> November 2021 at Midnight Interview **date:** TBA

Katherine Brown – Headteacher

### **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

### **Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

### **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher Scheme.

### **JOB DESCRIPTION**

<b>Job Title:</b>	Examinations Manager
<b><u>Responsible to:</u></b>	Deputy Headteacher
<b><u>Purpose of the Post:</u></b>	To administer and organise all aspects of external and internal exams
<b><u>Grade:</u></b>	BG9 (£25,481 to £27,741) Actual Salary –£22,509 to £24,506 Pa. TTO plus 1 week
<b><u>Time Allocation:</u></b>	Term Time only 36 hours per week + all Inset days + 6 days holiday working 8.15 am – 4.00pm Monday to Friday (there is the expectation that extra hours will be worked during the main exam period and so some flexibility will be required)

#### Main Duties and Responsibilities:

- Responsibility for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school data
- To be responsible for the Exams and Data Administrator
- Liaise with HODs in finalising student entries, ensuring timely return of disseminated paperwork
- Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
- Arrange for all internal and external examinations, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary
- Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations
- Check, pack and arrange the despatch of all external examination papers by relevant authorised means
- Ensure exams are conducted to the standards required by the JCQ
- Be responsible for the daily running of public examinations including seating plans, candidate numbers and also organising all requirement of any practical exams
- Inform the relevant staff about arrangements that need to be made for furniture set up in the main hall, the gyms and/or other examination rooms
- Brief students on examination systems, procedures, and conduct
- To produce guidelines for staff and students, including exam session conduct guidelines to all students and staff
- To collate and distribute statements of entry to students and exam timetable
- Collaborate with the Inclusion Department in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented
- Monitor exam attendance and take appropriate action in liaison with pastoral support / Achievement Leaders

- Arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students
- Provide relevant statistics on examination entry and examination results to the Senior Leadership Group and Data Manager (especially on the day of restricted release of results) and to other colleagues as required
- To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season
- To ensure release of exam results, deal with queries and requests for re-marks
- To manage the distribution of exam certificates
- To analyse and provide exam data as required
- To liaise with the Finance Department as required

To apply, please complete the GLT application and return to Blaise High School, Station Road, Henbury, Bristol, BS10 7QH or email the Headteachers PA, Jade Bristow at

[bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk)

Closing date is Midnight on Sunday 7th November 2021

### Person Specification

*The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b> Good general standard of education with qualifications to at least 'A' level standard or equivalent.	*	
Degree level of qualification		*
<b>Experience</b> Experience of working in an office and data driven environment	*	
Experience of compliance with the requirements of regulatory bodies	*	
Experience of working in a school environment		*
Experience of working with young people		*
Experience of examination administration or organisation		*
Experience in line management (desirable)		*
<b>Knowledge</b> Knowledge or understanding of secondary school procedures	*	
<b>Skills &amp; Ability</b> ICT Skills (Intermediate Word, Excel, Microsoft Outlook, Powerpoint,), Gmail, Google Drive and Calendar.	*	
Knowledge of SIMS		*
Excellent written and oral communication skills	*	
Good communication and interpersonal skills – working with staff, students and parents/carers	*	
High level of personal organisation, and the ability to work without close supervision	*	
Calm, confident attitude	*	
Smart appearance	*	
Ability to adapt quickly to different situations and a good level of common sense	*	

Ability to work in a team and on your own	*	
Experience of dealing with confidential issues	*	
<b>Personal qualities and attributes</b> A passion and desire to drive things forward.	*	
The confidence to take risks and do things differently		*
Commitment to working within the School's Safeguarding Policy and Procedures	*	
Commitment to high standards and expectations	*	
Flexibility	*	

## **The Recruitment Process**

### **Applications**

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Applications must be received no later than 11.59pm on Sunday 7<sup>th</sup> November 2021. We encourage early applications.

### **Shortlisting**

Shortlisted candidates will then be invited by telephone to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### **Interview**

Interview dates will be held week commencing 8<sup>th</sup> November 2021.

### **Notification of Outcome**

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### **Feedback**

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### **Take up Post**

The successful candidate will take up the post as soon as possible.

Should you require any additional information, please contact Jade Bristow, PA to the Headteacher on [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk) 0117 9030117.

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