



Exams Officer

Required for May 2018

Closing date - Midday 3rd April 2018

Interviews – following closing date



General Information about Monkton

Monkton is one of the country's best known smaller co-educational boarding schools. It is a Christian school with worldwide connections and interests. Monkton is seen by parents as a caring community which fosters a balanced education, as well as encouraging the pursuit of individual excellence. It is a friendly school where pupils develop their personal values in the context of a community where heritage, creativity and adventure are positive features.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

Confidence, integrity, humility and service are the values that we aim to live out and inspire in our students, and we are eager to educate character, as well as intellect. Monkton starts with a proactive pastoral environment to develop academically strong enthusiastic students, and our innovative pastoral tracking ensures that we not only know our students well but can help them to know themselves well too.

The school provides a modern and broad education for a diverse intake of boys and girls on a site which has developed significantly over recent years. The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. At present there are about 375 pupils (boys and girls aged 13-18) in the School, of whom about three-fifths are boarders.

There are six Boarding Houses, three for boys and three for girls; each House also contains day pupils. The school offers courses in GCSEs, IGCSEs and A levels, and recent academic results have been very good. This past year, 6 of the 7 applicants to Oxbridge received offers and fulfilled them. Between 70 and 80% of A levels are graded at A* - B, and the proportion of GCSE grades A* - A is between 60 and 70%.

The school was recently rated 'excellent' in both categories (pupil personal development and pupil achievement) of the ISI inspection framework.

The Role and handover period

Monkton is seeking to appoint an Exams Officer to lead and develop the work of the Exams Office. Previous experience in schools-based roles would be especially helpful, especially those which have had direct involvement with children. The Exams Officer is supported by the Exams Administrator and various invigilators, all of whom the Exams Officer line manages. The successful candidate would ideally join the team near the start of the main GCE and GCSE exam period (early May) whilst the current incumbent is still in post in order to facilitate an extended handover before he leaves the post after the final GCE exam. During the handover period the successful candidate would have the title of Exams Officer-designate and would effectively take on the role of chief invigilator. The school is a member of both The Exams Office and The International Examinations Officers Association.

Interviews are likely to take place in the week beginning 9th April.



EXAMS OFFICER Job Description

Job Title: Exams Officer

Relationships: The post holder will be line managed by the Deputy Head Learning for all matters and has Head of Department Status, but will ultimately be responsible to the Principal as Head of Centre. The post holder will line manage the Exams Administrator and Invigilators.

Fundamental Task: To ensure the planning and management of exams, both internal and external, is conducted efficiently and in the best interest of candidates and in accordance with the regulations laid down by the awarding bodies. To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

Responsibilities

Operational (some of which may be delegated to the Exams Officer)

- To establish and maintain good relationships with all students, parents, colleagues and other professionals
- To organise public and internal examinations including production and dissemination of individual timetables for students, hall / room and invigilation requirements
- To co-ordinate invigilation for school and public examinations as required
- To ensure that examination papers and documentation are securely stored as per examination board requirements
- To liaise with examination boards and relevant staff in relation to internal assessments, complaints, examination timetable clashes and special requirements for SEN students
- To liaise with and follow up with Heads of Department and Faculty and relevant staff to ensure coursework, examination entries and other requests / changes are submitted within set deadlines
- To set up exam venues as per examination board requirements
- To brief candidates on examination regulations and produce written guidelines for staff and candidates
- To co-ordinate the posting of coursework and examination papers
- To co-ordinate access arrangements with SEN Administrator for all internal and external exams
- To co-ordinate exam certificates and arrange for them to reach students either in person or by posting
- To maintain and update information held on school database systems relating to assessment and examinations
- To provide instructions and /or assist teachers in relation to examination entries, internal assessments and assessment data requirements
- To set up and maintain archive files and historical data relating to assessment and examination results
- To input examination entries and results into school database systems as required
- To co-ordinate the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines
- To liaise with other schools in order to follow up missing data

- To provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff
- To be available on results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures
- To ensure that data protection regulations are complied with and maintained
- To design user friendly reports to meet the needs of the school in relation to assessment and examinations
- To establish, in liaison with your Line Manager, contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes
- To contribute to the evaluation and development of assessment and examinations within the school and make recommendations to your Line Manager and the Senior Management Team
- To report technical faults relating to the school database systems and equipment to the Network Manager following school reporting procedures, and to track progress of resolutions
- To liaise with the Finance Office on the payment of examination fees according to the school's charging policy
- To liaise with Domestic team to ensure that halls and rooms are available, and desks and chairs set out as required
- To liaise with the Bursar regarding exam fees and budget targets
- To be flexible in busy periods during exam time especially between April to the beginning of July
- To prepare and liaise with SMT regarding results day and enrolment
- To liaise with the National Assessment Agency and Examinations Officers Association as appropriate
- To oversee external examination arrangements for private candidates which includes the arrangement of external examinations for non-curriculum subjects
- To review the Exams Policy annually in consultation with the Deputy Head Learning

Personnel

- To line manage the Exams Administrator and Invigilators and carry out their essential daily duties (except during exams) when they are absent
- To establish and maintain good relationships with all staff, students, visitors and examination boards
- To identify training needs of examination invigilators and organise appropriate development opportunities in liaison with you Line Manager
- To maintain attendance and training records for examination invigilators
- To manage and coordinate the recruitment of examination invigilators as required

Administrative / Financial

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, DfE and other returns, and reports
- To take minutes/notes in meetings and circulate necessary information
- To collate information, statistics and prepare reports as required by the Bursar, Principal and SMT
- To maintain manual and computerised records and filing systems
- To deal with correspondence promptly and as required
- To provide a costings, and manage, monitor and review relevant budgets ensuring best value principles are followed where possible
- To ensure that financial procedures and activities are carried out as required by school policies and procedures such as placing purchase orders and authorising invoices for payment

General

- To attend parents' evenings and open days/evenings as required
- To attend relevant meetings and training sessions
- To keep abreast of developments and changes in fields relevant to role such as the examination, changes in syllabi and entry requirements, and communicate to staff

Note: The postholder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.



**EXAMS OFFICER
Person Specification**

	Essential	Desirable
Qualifications	Educated to A Level standard (Maths & English or equivalent)	Educated to degree level
Skills & Experience	<p>Experience of working in an office and/or data driven environment</p> <p>Experience of compliance with the requirements of regulatory bodies</p>	<p>Significant experience in school(s)</p> <p>Previous experience of working as an exams officer or in schools administration</p>
Knowledge And Understanding	<p>High level of IT skills</p> <p>Good analytical and numerical ability</p> <p>Excellent written and oral communication skills</p> <p>Good communication and interpersonal skills – working with staff, students and parents/carers</p> <p>Experience of dealing with confidential issues</p> <p>Equal Opportunities, Health and Safety and Child Protection</p>	<p>Knowledge or understanding of secondary school procedures</p> <p>Knowledge of examinations regulations or procedures</p> <p>Knowledge of iSAMS or similar Management Information System</p>
Personal Attributes	<p>Calm, confident attitude</p> <p>High level of personal organisation</p> <p>Ability to adapt quickly to different situations and a good level of common sense</p>	

	<p>Ability to work in a team and on your own without close supervision</p> <p>Ability to communicate effectively with children, parents and staff</p> <p>Able to use initiative</p> <p>Respectful of confidentiality and a professional, tactful approach</p> <p>Flexible, adaptable and proactive</p> <p>Well organised and able to meet deadlines</p> <p>Excellent attention to detail</p> <p>Honest, trustworthy and reliable</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Understand and engage with the school's Vision, Mission and Values through their everyday activities</p> <p>Sympathy with Christian Ethos of the School</p>	
--	--	--

Note:

The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.



EXAMS OFFICER Terms and Conditions

Salary

The salary will be paid between Point 33 and 37 of the Support Staff Salary Scale depending on experience, £33,384.40 to £37,540.96 per annum (pro rata for part time part year) for 1040 hours per year inclusive of paid holiday entitlement. 920 hours per annum are working hours and 120 hours paid holiday.

The salary will normally be reviewed annually in April.

Hours of Work

Most of the hours will be worked during school term times. Please note due to the nature of the role flexibility in relation to specific working pattern will be required. For illustration, during periods of public exams, some days may require 9 hours in school, whereas at other times only 1 hour may be required. Some work with non-sensitive data may be able to be completed from home. This will be discussed and agreed in advance.

Required times in school will include:

- all internal and external exam sessions (currently a week in early December for Year 11 mocks, a week in February for Year 13 mocks, and approximately a 6 week period for the summer external exams, and Year 9, 10 and 12 internal exams, between mid-May and late June).
- the period around GCE and GCSE results publication (usually the 2nd, 3rd and 4th weeks of August), although this may not require .

To be in school as required for the other aspects of the role.

Any additional hours to be worked during School holidays to be agreed with the Line Manager. Any additional hours (over annualised hours) to be agreed in advance with the Line Manager, submitted on a timesheet and forwarded to the Bursary for payment.

Pension

Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.

Holiday

33 days including bank holidays, pro rata for part time part year. When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply.

Salary includes 1040 hours per annum of paid holidays. Holidays outside school holidays to be agreed with the Deputy Head Learning in advance and will be in line with the needs of the school.

Sick Pay

Membership of the School's Support Staff Sickness Scheme.

Lunch

Provided while catering facilities are functioning.

Notice

Probation period of 6 months during which the notice period will be 1 month from either party. Thereafter notice will be half a working term from either party.

Retirement

The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.

Medical

All employees are subject to a medical report and to undergo a medical examination, if required.

Security

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure & Barring Service.



EXAMS OFFICER - SENIOR SCHOOL
Child Protection (Safeguarding) and Staff Code of Conduct
and Behaviour Policy, including EYFS

Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton's Child Protection (Safeguarding) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

1. To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
2. To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
3. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
4. To maintain links with parents and representatives of outside agencies.
5. To view seriously any instances of bullying and to deal with them effectively.
6. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
7. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection document can be found through URL:

https://docs.google.com/document/d/1FZCg7yFnaQkCqR_CkmG3FgVq99YnQAg_Svrmt0FR_Ck/edit

If you are unable to access the internet, please request a hard copy.



EXAMS OFFICER - SENIOR SCHOOL Equal Opportunities, including EYFS

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements. The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.
4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.

5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
6. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
7. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
8. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
9. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
10. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
11. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy Statement on Harassment at Work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour
 - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive, intimidating or threatening behaviour
 - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic

- persistent teasing or constant unfounded criticism of the performance of work tasks
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress
 - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

Statement to Prospective Parents

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.