



“The endless support I received from the teachers at Stonehenge has really inspired me. I am now training to become a teacher, to change lives in the way they □changed mine.

Former student, Kristie Newham

THE STONEHENGE SCHOOL

Exams Officer
Application pack

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The Stonehenge School
Holders Road
Amesbury
Salisbury
Wiltshire
SP4 7PW
t: 01980 623407
e: admin@stonehenge.wilts.sch.uk



WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a growing roll we have recently moved into our £6.5 million new build, allowing our full number on roll to eventually grow to 1120 pupils. We have recently received confirmation that £6.5million in funding has been allocated for the second phase in our redevelopment, which will bring a new building to replace older facilities in the school, and improve our sporting facilities. Applications for entry into Year 7 have been over-subscribed in each of the last three years and we are expecting an even larger increase this year.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



PERSONALISED PROVISION

The Stonehenge school provides students with the opportunity to study a wide spread of subjects throughout Key Stage 3 and 4, providing full access to the National Curriculum with coverage of the full Ebacc at Key Stage 3, including 3 languages and a full range of arts subjects.

Striving for excellence, exceeding expectation.



At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, and run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, basketball, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and current trips planned include food trips to Normandy, outdoor pursuits in the Alps, and Geography trips to Iceland. There are regular Geography field trips, annual whole school cultural capital trips and the Languages department arrange annual visits to France or Germany.

The latest Ofsted inspection took place in September 2022 and concluded that... "The Stonehenge School continues to be good" and that "there is an atmosphere of mutual respect in classrooms. Students are respectful and polite".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

We look forward to welcoming applications from you,

Carole Dean



EXAMINATIONS OFFICER

Required as soon as possible

35 hours per week/39 working weeks per year plus 1 week to cover results week in August.

Permanent Contract

Monday – Friday 8.00am – 3.30pm (30 minutes unpaid lunch)

**Wiltshire Council pay grade G Points 12 – 14 , (£12.93 - £13.91 per hour)
actual salary £20,728 - £22,305 per annum**

We are looking to appoint an Examination Officer to manage the delivery of all internal and external examinations at The Stonehenge School, ensuring full compliance with exam board requirements. The successful candidate will contribute to our success by planning, preparing and administering examinations in school, including training and deploying a team of Invigilators.

Previous experience is an advantage, but not essential. Good IT experience, with 5 GCSEs or above including English and Maths.

Visits to the school are warmly welcomed by contacting Mrs Harker. Application form and further details are also available from the school website and should be returned to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW.

Telephone: (01980) 623407

Email: harkerd@stonehenge.wilts.sch.uk

Website: www.stonehenge.wilts.sch.uk

Closing date for applications: Friday 24th February 2023 at 9.00 am

Interview date – tbc



EXAMINATIONS OFFICER

JOB DESCRIPTION

Reports to: Deputy Headteacher

Salary: Grade G scale 12-14

Contract type: Permanent

The Role:

To administer and organise all aspects of external examinations, ensuring they are conducted in accordance with the Regulations laid down by the Examining Bodies, the Joint Council for Qualifications (JCQ) and the National Assessment Agency (NAA).

Main Duties:

- Manage all exam cycles running throughout the year from intention to entry through to Certificate Evening, including Mock examinations required by the school
- Organise seating plans and timetables for students, resolving any timetable and room clashes
- Produce leavers assembly packs
- Dissemination of information to all staff regarding examinations
- Collect information from all staff regarding exams
- Organise and book rooms for examinations, CATs and mock exams in liaison with site staff as required
- Complete all tasks by exam board deadlines
- Manage results and post results enquiries e.g. re-sits, access to scripts. Deal with past results queries for Employers/ex-students.
- Run exams to strict rules and regulations, updating staff, students and parents of any changes
- Manage exam budget, keeping the cost of late entry fees to a minimum by meeting deadlines, and the timely collection of re-sit fees and results fees
- Ensure strict confidentiality at all times
- Manage emergencies that occur during examinations, accommodate injured or sick students on exam days
- Deal with enquiries from exam boards, parents, students and staff
- Manage administration requirements related to controlled assessments and coursework
- Manage all aspects of special access arrangements
- Maintain standard required to pass JCQ inspection and meet with the JCQ inspector
- Ensure smooth running of all external examinations
- Manage the safe custody of question/answer papers and the dispatch of exam scripts
- Accurately record data and route coursework folders to and from Moderator
- Register candidates and manage BTECs and Nationals
- Process enquiries and applications for re-sits



- Arrange Invigilation and oversee work of Invigilators (including recruitment, training, support, recording of hours worked).
- Process enquiries and applications for re-sits, decline grades, incorrect results, script queries and faculty enquiries to boards re scripts, results and moderation
- Attend briefings/liase with awarding bodies and NAA to find out changes to regulations and to be advised of latest developments and best practice.

Other Duties

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Creativity and Innovation (i.e. Problem Solving)

The jobholder must work within the framework of procedures and regulations for Exams but there is some scope to interpret how they are applied, e.g. creation of most efficient plan for exams, considering numbers of candidates and best use of rooms, resources and staff, including invigilators.

Creation of rotas for invigilators and teacher/subject advisors.

Situations occurring during busy exams may occasionally result in normal procedures being set aside - e.g. absence reporting, or the strict timetable if dealing with ill or injured candidates.

Supervision and Management

The jobholder does not have regular supervision/management responsibility for staff but does co-ordinate the work of temporarily employed exam invigilators during exam periods.

Key Contacts and Relationships

Business Manager and Office Manager - Admin issues

Deputy Head – Line management, School policy and organisation

Heads of Year - Student issues

Exam Boards - Difficulties and queries

NAA - Advice/best practice

Exam Officers Association – Practice

Heads of Subjects – Entries and moderation arrangements

Resources

The jobholder is required to use school resources carefully but is not personally accountable for their security.



Working Environment

The job is normally subject to interruption e.g. urgent queries from exam boards or urgent requests for data from the Local Authority, DFE, ALIS, NAA and Boards and occasionally this leads to the jobholder switching to a different program of tasks. The jobholder needs at times e.g. monthly, to resolve conflicting priorities e.g. exam clashes.

Knowledge and Skills

The jobholder needs the ability to undertake a variety of advanced tasks relating to the organisation and conduct of external examinations. This requires a detailed level of knowledge and skills in administration processes including timetabling and dissemination of information and exam rules and regulations.



Examinations Officer Person Specification

	Essential	Desirable
Qualification/Knowledge	Maths and English GCSE (minimum Grade C)	Evidence of further professional development Knowledge and understanding of current developments in the secondary school curriculum and examination systems
Experience	Excellent working knowledge of Microsoft Applications Working in an administration environment	Experience of using SIMS or other school management information systems (MIS) Recent experience of managing exams in an educational context
Skills	Meticulous eye for detail Ability to work with a high degree of accuracy Excellent communication and presentation skills Ability to work independently or part of a team Ability to prioritise a busy workload to meet demanding deadlines under pressure Problem solving IT Literate and ability to use online tools Ability to analyse data	
Personal Qualities	Friendly, cheerful and helpful manner Flexible work ethic Understands and maintains confidentiality at all times Positive and proactive approach with the confidence to support new initiatives	



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This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced CRB check.

Striving for excellence, exceeding expectation.