



The Heys School



# Exams & Assessment Officer

## Recruitment Pack

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**MAXIMISE OUR POTENTIAL, TO BE  
THE BEST WE CAN BE, EVERY DAY.**

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## How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [jobs@theheys.school](mailto:jobs@theheys.school)

Closing Date:

Interview Date: To be confirmed

Alternatively, send a hard copy to:

Sean Bramah

The Heys School  
Heys Road  
Prestwich  
Manchester  
M25 1 JZ



## Welcome



Dear Applicant,

Thank you for your interest in the post.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver our vision to maximise our potential, to be the best we can be, every day, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email [s.bramah@theheys.school](mailto:s.bramah@theheys.school).

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

**Mr P McKendrick**

**Headteacher  
The Heys School**

# The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and maximise their potential, to be the best they can be, every day.

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day, and we are constantly looking for new ways to celebrate their successes.

We believe that education is a journey, and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance, and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

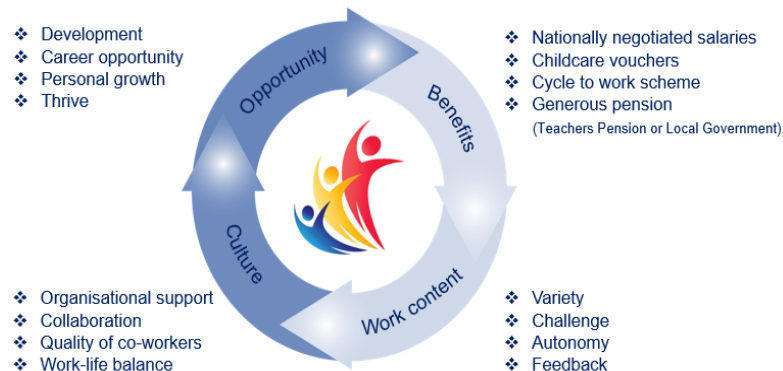
# The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



# Job Description

## Exams Officer

Reports to:	Assistant Headteacher / Headteacher
Location:	Heys Road, Prestwich
Salary:	Grade 8, SCP 12 – 17: £24,683.52 to £26,878 pro rata (£26,421 - £28,770 FTE)
Hours:	37 hours per week - Term time plus 4 weeks

### Overall purpose of post

- Work closely with the SLT and Heads of Key Stage to ensure the accurate delivery of all aspects of examinations under the reasonable direction of the Assistant Headteacher.
- Carry out the professional duties in line with the job profile.
- Ensure the efficient and effective administration of the examination and pupil data systems of The Heys School in support of their educational and organisational aims and objective.

### Exams

- Inputting all entries and amendments and dealing directly with exam boards regarding queries.
- Contacting and deploying exam invigilators where required.
- Establishing availability of exam invigilators, both internal and via agencies.
- Organising & printing timetables for exam invigilators for all exams.
- Completion of timesheets for exam invigilators.
- Liaison with subject leaders regarding any queries relevant to exam entries and forecast grades.
- Liaising with subject leaders and staff to meet examination needs.
- Liaising with students regarding exam timetables and coursework.
- Preparation of exams – seating plans, equipment, notices in room.
- To be in school day prior to GCSE results day and results day.
- Opening and checking exam papers when received and ensuring secure and confidential storage.
- Checking correct availability and preparation of rooms prior to exams.
- Access arrangements – applications, arrangements during exams.
- Checking all completed exam scripts and responsible for collating and posting to individual markers.

- Checking certificates are correct upon receipt, collating these & preparing for presentation.
- Keeping up to date with JCQ requirements, observing and following policies and leading the annual examination inspection.
- Organisation and facilitation of New Group Reading Test (NGRT)
- Working with the Inclusion department to ensure our SEN students' needs are met during exams.

### Assessment, Reporting and Data

- Maintenance of the MIS database (Arbor).
- Responsibility in ensuring that the MIS database system is fully up to date and accurate in respect of all pupil information from entry to leaving.
- Input and extraction of data from computer system.
- Production of all student reports regarding attainment.
- Producing and collating attainment certificates for students
- Using pupil data software to create and maintain the school tracking systems.
- Ensure all data tracking systems are relevant, accurate and up to date.
- Production of data analysis reports for senior staff as required.
- Work with timetable to produce student timetables annually and throughout the year.
- New intake, academic year set up and end of year procedure in Arbor.

### Other Duties

- Work as part of the wider administration team and support whole team goals and ethos.
- Planning improving processes.
- Carry out any other duties appropriate to the level of the post as required.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management as may be reasonably directed.
- To undertake any duty or responsibility that the Headteacher asks relevant to the school's needs as required and are commensurate with the grade.

# Person Specification

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## Essential:

- A high degree of organisation.
- The ability to work both as a supportive team member and under one's own initiative.
- A track record of reliability and professionalism.
- Ability to work under pressure and meet strict deadlines.
- Effective verbal and written communication skills.
- A willingness to undergo further professional development.
- An understanding of the confidentiality necessary when working with students.
- GCSE grade C or equivalent Mathematics and English Language.
- Strong ICT skills, including the use of spreadsheets & a knowledge of Microsoft Office
- Willingness to contribute to extra-curricular activities.

## Desirable:

- High level of confidence of working on Arbor or other school management system, in particular assessment manager and exam organiser modules.
- Experience of organising exams (e.g GCSE, A Level, BTEC, Baccalaureate)
- Willingness to undertake appropriate training and professional development.
- Experience of office administration.
- Experience of working in a school environment.
- Experience of working with young people.
- Knowledge and understanding of school policies and procedures.





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



The Heys School



# THE HEYS SCHOOL

## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,  
PRESTWICH,  
MANCHESTER.  
M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** [jobs@theheys.school](mailto:jobs@theheys.school)

### 1. POST APPLIED FOR

<b>Post Applied For:</b>			
<b>School:</b>	The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ		
<b>As advertised in:</b>		<b>On date:</b>	

### 2. PERSONAL DETAILS

<b>SURNAME:</b>		<b>FORENAMES:</b>	
<b>TITLE: (Optional)</b>		<b>Date of Birth: (Optional)</b>	
<b>ADDRESS</b>			
<b>POSTCODE:</b>		<b>MOBILE NUMBER:</b>	
<b>TELEPHONE NUMBER:</b>		<b>NATIONAL INSURANCE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>			



### 3. CURRENT POST

<b>CURRENT EMPLOYER:</b>			
<b>JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. PREVIOUS WORK EXPERIENCE

NAME OF EMPLOYER	Dates of employment		Post(s) held	Reasons for leaving
	From	To		





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**5. OTHER RELEVANT WORK EXPERIENCE**

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

**6. GENERAL EDUCATION**

School	From	To	Qualifications – Grades, awarding bodies and dates



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**7. FURTHER AND HIGHER EDUCATION**

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

**8. ANY OTHER RELEVANT QUALIFICATIONS**

Please give details of any other relevant qualifications you have for this post.



## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate if you have any special requirements to allow you to participate fully in an interview.	

## 10. Criminal convictions or cautions

<p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
Please provide name and address				Please provide name and address			
TELEPHONE NUMBER:				TELEPHONE NUMBER:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							



## 12. FURTHER INFORMATION FOR CANDIDATES

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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## 13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:

Date:



