



**ST EDMUND'S**  
**SCHOOL**  
CANTERBURY

**Exams & Academic Officer Pack**  
Permanent Post: March 2022

# Details about the post

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<b>Grade</b>	Pay range £22,827 - £25,970 dependant on experience
<b>Type of post</b>	Full time (Permanent) Flexible working available during School holiday period
<b>Holiday</b>	25 days
<b>Start Date</b>	1 <sup>st</sup> March 2022

## Post & Department

<b>Introduction</b>	The purpose of the role is to provide high quality academic administration and operational management of internal and external examinations and PASS database management.
<b>Staffing and Department</b>	Reporting to Director of Studies, working closely with Heads of Department and all academic staff.
<b>Training</b>	Full induction and training in School database packages and continuous professional development offered.

# Job Description

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## Key Duties:

- Ensuring the school is fully compliant with Joint Council for Qualifications regulations governing the conduct of public examinations
- Timetabling internal and external exams, booking rooms, liaising with site staff to ensure that examination rooms are set up correctly, starting and supervising exams
- Liaison with examination boards and JCQ
- Training and supporting invigilating staff to ensure that pupils receive appropriate supervision during examinations
- PASS database administration, support with academic administration

Specifically, duties and processes include:

- Entering pupils for external examinations on PASS
- Generating the exam timetable
- Calculating exam related costs and charges
- Ensuring secure storage of papers and attendance registers
- Undertaking the running of the separate access arrangement exam group
- Dispatching exam papers via Yellow Label system
- Creating candidate numbers and producing candidate cards, conducting main results routines using PASS
- Responding to exam queries e.g. requests for re-marks and script returns
- Assist with the population of subject sets, particularly in response to set changes during the year and the 'rollover' to new classes towards the end of summer term
- Database administration – inputting and cleansing Pupil data; creating and processing academic reports
- Assist with the movement of pupils in and out of subject sets, classes and options
- Support with academic administrative tasks for all academic departments as and when required

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post.

# Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Educated to first degree level (BA, BSc etc), or equivalent professional qualification</li> <li>• GCSE in English and Maths – min B grade</li> </ul>	
Skills/Experience	<ul style="list-style-type: none"> <li>• Excellent organisational and planning skills</li> <li>• Ability to prioritise workload and meet deadlines</li> <li>• An understanding and experience of multiple IT systems</li> <li>• Confidence with Excel spreadsheets – you will need to be able to manipulate data</li> <li>• Strong attention to detail</li> <li>• Able to reason logically – with a methodical approach to tasks</li> <li>• Calm air of authority/confidence in exam room – able to instil confidence in pupils that all is in hand</li> <li>• Confidence to make correct, informed decisions in exam room</li> <li>• Able to operate independently and anticipate requirements</li> <li>• Willingness to be able to perform important but often repetitive tasks, e.g. making entries</li> <li>• Proven ability to work under pressure</li> <li>• Demonstrable ‘can do’ attitude seeking continuous improvement in tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in education and/or organising internal or external examinations</li> <li>• knowledge of JCQ regulations and public examination processes would be an advantage</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills</li> <li>• Professional and self-motivated</li> <li>• A team player but with the ability to work independently and on own initiative</li> <li>• Act with integrity</li> <li>• Confidence to liaise and influence a range of stakeholders</li> </ul>	

# Conditions of Service

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## Benefits

Workplace pension, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

## Safer recruitment

St Edmund's School Canterbury 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 the Disclosure and Barring Service (DBS).

## UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

## Applications

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application **9.00am Monday 14<sup>th</sup> February 2022**, however early applications will be welcomed and interviews can be arranged prior to the deadline. Applications should be emailed to [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk).