

**Love God
Work Hard
Be Kind**



Holy Cross
CATHOLIC HIGH SCHOOL

Exams Officer

Information Pack

Exams Officer



February 2025

Dear Applicant

Thank you for your interest in applying for the post of Exams Officer.

Holy Cross Catholic High School continues to provide an outstanding Catholic Education for the children of Chorley and the surrounding area. It is a vibrant and welcoming school dedicated to the formation of successful and rounded young people. Our ethos is founded on Gospel Values and the teachings of Christ which are realised through our daily actions. Our mission statement I have come that they may have life and have it to the full clearly sets out our aspirations for excellence in all that we do.

Within our school community there is a strong spirit of cooperation, kindness and love where people are valued and respected. Together we strive to produce young people with ideas and ambition, who have a clear vision of what they want to achieve in life. Our pupils have a strong sense of service and compassion for those in need and who have, above all, a love and zest for life.

As the newly appointed Headteacher I feel incredibly proud and privileged to lead this wonderful school. Our school is a fantastic place to work. The Job Description and Person Specification within this application pack outlines the professional skills and characteristics of the person we are seeking to employ as well as the specific roles and responsibilities the successful candidate will take on.

I hope that you will give careful consideration to applying for the role of Exams Officer at Holy Cross Catholic High School. If you would like to visit to our school, please contact Mrs T Huddy, Deputy Headteacher (t.huddy@holycross.lancs.sch.uk) or telephone 01257 262093 who would be delighted to make time during your visit to meet with you and discuss the position further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Lindley'.

Mr G Lindley
Headteacher



The Governing Body is seeking to appoint a skilled, enthusiastic and motivated person to the role of Exams Officer. This is a position which requires someone with energy, drive and a desire to succeed in providing a first class administrative service.

Holy Cross is a Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at the Catholic Sixth Form College or other post-sixteen establishments, or in the world of employment and training.

The role:

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and will have the opportunity to further develop the role.

As a school, we offer:

- A supportive leadership structure
- A warm community in which your career will flourish
- A robust effective behaviour system
- A thorough, supportive induction process
- Bespoke CPD
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese and the local authority
- Continual review of working practices and staff workload

Contract: 37 hours per week, term time only plus 10 days *

Start date: ASAP

Salary: Grade 7 pt 19-25 £31,067 - £35,235 (pro rata)

Closing date: 12 noon, Monday 24 February 2025

Interview: Wednesday 26 February 2025

You will:

- Share and demonstrate our school's ethos and culture
- Be committed to our ethos of high expectations for every pupil in both academic achievement and personal development
- Have the drive, skills and resilient character required to help develop our school
- Be reflective about the school and committed to securing its continued development
- Have an excellent attendance and punctuality record

*During the GCSE exam period (May-June) hours will be fixed in order to meet the requirements of the role. All other times flexible hours are available providing the minimum 37 hours are met (this is at the discretion of the Headteacher).



Child Protection Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of our children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. The practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Job Description

Exams Officer



Responsible to:

Deputy Headteacher

Key Responsibilities

Purpose

- Ensure the efficient and effective professional administration, organisation and management of internal and external examinations within the school

Areas of Responsibility

- Ensure the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken
- Liaise with staff/Heads of Department regarding pupil examination entries
- Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results
- Complete examination entries and securely store and send completed examination papers to external examination boards
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements
- Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them
- Manage arrangements for internal examinations
- Preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery
- Liaise with the school SENDCO to ensure exam access arrangements are organised and that all exam access arrangements are implemented
- Plan for the specific needs of individuals (eg SEN) and for school pupils to sit examinations elsewhere where required

Other

- To supervise other staff involved in examinations
- Undertake examination invigilation
- Manage the examinations budget and recover monies from candidates or absentees
- Liaise with FE Colleges
- Attend exam officer meetings with external agencies to share good practice
- To complete higher order administrative duties within the admin team, as and when required

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Your duties should be discharged in such a manner as to maintain and develop the Catholic character of the school and to support the school mission statement.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and school development. In addition it may be amended at any time after consultation with you.

Person Specification

Exams Officer



To be able to share and support Holy Cross' mission and vision.

Qualifications

- GCSE Grade C or above in English and Maths (or equivalent) essential
- A'Levels (or equivalent) desirable

Experience

- Experience of working in an education environment desirable
- Experience of administrative work essential
- Experience of supervising staff, including ability to delegate and track performance desirable
- Experience of Microsoft Office 2019 desirable
- Experience of Office 365 and One Drive desirable
- Experience of working with SIMs.net desirable
- Experience of working with SISRA (data analysis software) desirable
- Experience of working with SIMs Examinations Organiser desirable

Knowledge, Skills and Abilities

- Ability to relate well to children
- Ability to work as part of a team
- Good written and verbal communication skills
- Ability to relate well to parents/carers
- Excellent attention to detail
- Time management skills
- Organisational skills
- Administrative skills
- Ability to make effective use of ICT
- Flexible attitude to work
- Ability to work to required standards, deadlines and timescales

Other

- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety
- Commitment to attendance at work
- Commitment to undertake in-service training
- No leave is permitted in term-time unless there is a specific requirement and prior discussion has taken place
- Full training will be given

For more information about our school, please visit: www.holycross.lancs.sch.uk

For an informal discussion or to arrange a visit please contact:

Mrs T Huddy, email: t.huddy@holycross.lancs.sch.uk or Tel: 01257 262093

Completed application forms to be returned to vacancies@holycross.lancs.sch.uk

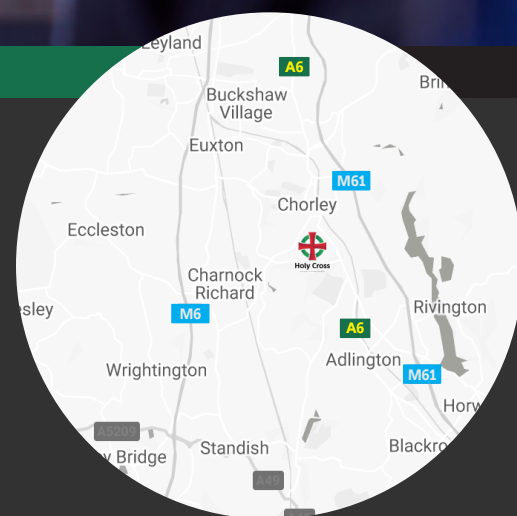
Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on short-listed candidates.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS disclosure.



Holy Cross

CATHOLIC HIGH SCHOOL



TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

TWITTER [@holycrosschol](https://twitter.com/holycrosschol)

How to find us

**Holy Cross Catholic High School,
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.