



## Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

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### Deputy Examinations Officer

#### The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

#### The Vacancy

Deputy Examinations Officer  
0.7 FTE

Term time (Plus 3 INSET days and 2 examination results days)

#### The Department

Examinations Office

#### JOB TITLE: Deputy Examinations Officer

LINE MANAGED BY: Examinations Officer

START DATE: From September 2024

PAY RANGE: AHS Pay Range 3

#### JOB PURPOSE

To support the Examinations Officer in managing the effective and efficient administration of all exams at AHS.

#### DIMENSIONS

Due to the nature of this role, the hours of work are variable throughout the school year. During exam periods (January, April, May and June) the hours are fixed at 7.45am to 4.45pm 5 days per week. The remainder of the academic year is 3 days per week - hours can be flexible.

There may be occasional Saturday working when exams fall at the weekend. This is unlikely to be more than once or twice per year.

There are 2 examination results days during the school summer holiday that the post holder must attend. In addition to this the post requires attendance of 3 INSET days.

## PERFORMANCE STANDARDS

The Deputy Examinations Officer will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

## PRINCIPAL ACCOUNTABILITIES

### **Administration support of the Examinations Officer comprises:-**

- Management of a team of invigilators including assisting with recruitment in liaison with HR and the Exams Officer, confirmation of availability and dealing with cancellations, allocation to exam venues, managing queries, meeting daily during exam period, distribution and collection of time sheets, checking of time sheets and arranging for their payment with the Finance team.
- Helping with the training of new invigilators, keeping them up to date with changes and ensuring they are in regularly enough that their DBS does not expire.
- Keep records of exam invigilators being in school for exams and training days.
- Inform HR when an exams invigilator leaves.
- Assistance with running of exam venues during internal and external exam periods.
  - This involves ensuring security of special requirement exam papers
  - Working overtime if required - both early morning (to ensure exam venues, exam papers, invigilators etc are ready for morning exams) and late afternoon (supporting Examinations Officer to ensure all papers are safely collected, checked and securely packaged ready to return to exam boards) and occasional Saturdays (for exam clashes and transfer testing)
  - Locating exam students who do not attend their exam on time.
- Occasional exam invigilation.
- Arrange invigilators when required throughout the year for Transfer Testing, internal assessments including orals, university admissions tests and external exams.

### **Clerical support of Examinations Officer comprises:-**

- Exam papers - checking, collating and filing, keeping records of all deliveries.
- Liaising with Parcelforce regarding security and collection of completed exam papers.
- Sorting and collating of examination results envelopes.
- Assisting with candidate enquiries regarding post results services.
- Checking and collating GCE and GCSE exams certificates when they arrive and distributing to students still at AHS, ensuring signatures are obtained and keeping a record of signatures and collection
- Liaising with former students regarding collection of outstanding GCE and GCSE certificates, including attending the Leavers event in December/January to hand out as many as possible in person.
- Destroy certificates not collected after 1 year, keeping records of this for 4 years.
- Keep record of all exam parcels arriving.

### Internal assessments support:-

work to support the exams officer in completing the appropriate seating plans in accordance with the schools internal assessments, ensuring the requirements laid out in the access arrangements document are adhered to in order to best support our students.

### Additional Duties:

- Deputise for the Exams Officer if they are dealing with another query or are not available.
- Be the second keyholder for the secure store.
- Keep up to date with the exam board and JCQ regulations.
- Any other assistance required during the school year.

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

PERSON SPECIFICATION		
Experience/Attribute	Essential	Desirable
Educated to GCSE level or equivalent in Maths and English	X	
Computer literacy; experience of school IT systems would be advantageous		X
Ability to use technology effectively and to learn new software packages.	X	
Confidence and experience of dealing with pressured situations.		X
Excellent organisational skills.	X	
Excellent interpersonal skills, e.g. tact, sensitivity, ability to listen.	X	
Ability and confidence to communicate effectively with colleagues, students and parents, both verbally and in writing.	X	
Experience of working with young people.		X
Ability to prioritise and own your own workload.	X	
The ability to take the initiative and be proactive, with a problem solving and prompt approach	X	
The ability to be resilient and patient	X	
Be able to maintain confidentiality of information.	X	

A sense of responsibility and commitment to the role.	X	
Willingness to be flexible regarding working hours at certain times of year when early starts or late finishes are likely to be required	X	
Willingness and ability to undertake training needed to fulfil the changing requirements of the post	X	

## HOW TO APPLY FOR THE ROLE

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: [hr@ahs.bucks.sch.uk](mailto:hr@ahs.bucks.sch.uk) or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Friday 12th July 2024

## FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, {remote working}, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

## SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

*If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.*

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.*

*AHS is an equal opportunities employer*

*We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.*