



Job Description

Academic & Examinations Officer

Fulham Senior School

Line Manager/Reporting into:	Executive Head / Head of Fulham Senior
Contract Type:	Full Time, Term Time plus 4 weeks (To be worked flexibly across the academic year, based on requirement of role, but the requirement to be available to process results and EAR is key)
Start Date:	As soon as possible
Closing Date for Applications:	9am on Thursday 12 January 2023

Fulham School are seeking to appoint an Academic & Examinations Officer who will have responsibility for the co-ordination of all activities related to both internal and external examinations.

Please note, the successful candidate must be available to work during the external exam series and during August.

OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact vacancies@fulham.school

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

ROLE SUMMARY & JOB PURPOSE

- To support the Head, Deputy Head and IB Coordinator to provide high quality, efficient and effective development and organisation of Fulham Senior's academic data and exams and assessments admin.
- It is essential that the successful candidate is meticulous in running a highly efficient examinations process as the school continues to offer an increasingly wide range of courses and qualifications.
- Managing ongoing academic data to support teaching in learning in school and to enable best outcomes for all pupils is vital.
- High standards of communication with teaching staff, students, parents, and examination bodies will be essential to ensure that Fulham Senior's objectives are achieved.

ROLE RESPONSIBILITIES

This will include but will not be limited to:

- Overseeing test cycles to coordinate a smooth system for pupils and teachers
- Tracking grade data over time for pupils using Microsoft tools and School's information systems
- Liaising with Heads of Department to ensure the correct entries are submitted for all external examinations;
- To be the School's principal link with the examination boards, following up queries from members of staff about technical details of examinations and results (but not subject-specific details of syllabuses);
- Managing JCQ inspections and, in consultation with the ensure that all policies and procedures are kept up-to-date;
- Organising access arrangements with the awarding bodies for SEND candidates in conjunction with the SENCo;
- Liaising with IT team to ensure correct facilities in place for every assessment;
- Ensuring that staff, students and parents are kept fully informed about examination regulations and students' timetables, including keeping policies and intranet information up to date;
- Organising all external and internal examinations during the School year ensuring that they run to the highest standards;
- Collating and overseeing coursework for marking/postage, etc.;
- Co-ordinating exam invigilator team to run the exams according to the agreed timescales and JCQ regulations;
- Ensuring all staff are following examination regulations, including checking correct specifications;
- Identify and manage examination clashes in line with the available examination board guidance and regulations.
- Managing administration of other awarding bodies for the school, e.g. D of E award manager
- Administering university admissions processes, e.g. acting as UCAS administrator.

Main duties and responsibilities:

- Work with HoDs to set all testing dates and maintain accurate calendar;
- Maintain tracking database;
- Overseeing all aspects of cycle testing, e.g. setting cycle, checking papers set and marked, invigilating, ensuring data recorded
- Creating a clear annual calendar for assessments, exams and data collection - sending reminders to staff;
- To work with the Deputy Head, IB Coordinator, Senior School to produce, update and review exam-related policies and procedures on an annual basis and make them available to relevant parties;
- Organising, timetabling and overseeing external and internal exams for Fulham Senior, arrange invigilators, ensuring suitable training and quality of invigilators;
- Register and generate UCN (Individual candidate numbers) for every pupil entered for an external examination;
- Maintain and develop the systems and procedures for keeping examination papers filed in a secure place to ensure compliance with the examination boards (including Mocks papers and NEAs/coursework);
- Maintaining an 'Exams' section in the Staff Handbook and intranet in liaison with theHead, Senior;
- Making sure that examination rooms are appropriately set up in terms of exam board notices, equipment, seating and setting out of papers etc., to enable students to undertake the examinations to the standards that the exam boards require;

- Managing the invigilators; to train and deploy them in the various examination venues; to ensure, in collaboration with the invigilators and with the member(s) of the academic staff in the examination room, that the required standards of invigilation are maintained at all times and that the rules for the conduct of examinations are observed, delegating such duties to the senior invigilator present, when necessary (this will include taking attendance registers).
- Scrutinising and authorising all payments made to examination authorising bodies.
- Enforcing procedures to process all Enquiry about Results (EARs), requests, access to scripts, coursework moderation and further appeals by due dates.
- Managing information appropriately as D of E Manager, including letters to candidates and parents, information events with Local representatives, registering candidates, managing alerts, etc.
- Ensuring data on school maintained and up to date for UCAS log in and uploading school references and submitting as required.

General Responsibilities

- Always upholding Fulham School's Child Protection and Safeguarding Policy
- Always adhering to Fulham School's Code of Conduct; maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with students, parents and colleagues
- Attend Exams Officer training as required
- Keep up to date on the developments in assessment and examinations in education by reading and attending courses where relevant
- Attending staff meetings as required
- Participating fully in the academic and pastoral life of the School and playing an active part in the extra-curricular programme
- Attending INSET days as required.

PERSON SPECIFICATION

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications and Experience

		E	D	A	R	I
1.	A record of good academic achievement	✓		✓		
2.	Educated to degree standard		✓	✓		
3.	Proven experience of data management	✓		✓		✓
4.	Proven experience as Examinations Officer		✓	✓		✓
5.	Experience of working within a school environment		✓	✓		✓

Skills and Personal Attributes

		E	D	A	R	I
1.	Ability to undertake work of a variety of advanced tasks which require detailed knowledge and skills in a specialist discipline to enable the post holder to provide advice and support to others	✓			✓	✓
2.	Excellent interpersonal skills and an ability to communicate with staff, invigilators, pupils, parents and exam boards clearly and with authority	✓			✓	✓
3.	Excellent organisational and IT skills including a good working knowledge of Microsoft Office, in particular Microsoft Excel, and the ability to use other ICT skills	✓			✓	✓
4.	The ability to work under pressure to deadlines especially during exam/reporting periods	✓			✓	✓
5.	Willingness to work as part of a team	✓			✓	✓
6.	Ability to prioritise own workload and that of the invigilation team	✓			✓	✓
7.	Recent experience of managing Examinations or experience of managing staff in an office / administration environment		✓		✓	✓
8.	Previous experience of iSAMS		✓		✓	✓