



EXAMS ADMINISTRATOR

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EXAMS ADMINISTRATOR

This post is an exciting opportunity to join our small and friendly Exam Team to provide administrative support to our staff and pupils through the exams process. The successful candidate will have responsibility for assisting with the organisation of exams for the Senior School and assisting with the different types of arrangements which the various exams require.

The role is busy and varied, with the requirement to work across the whole of the Senior School site. During peak exam periods the role is physically demanding with lots of lifting and carrying of papers across the different Senior School buildings which are located around the site. You will be based in the exams office, but will frequently be out and about around the Senior School distributing papers, ensuring the correct arrangements are in place for the exams.

The role is a part time, permanent opportunity which can be fairly flexible in how the hours can be worked. The Exam Administrator is required to be on site Monday through to Friday and work 18 hours per week. Ideally, the hours would be 8.30am – 12pm for 4 days per week and 8.30am - 10.30am for 1 day per week, but the exact start and finish times can be discussed at the interview. However, due to the varied nature of the role, for the summer main exam period the hours are longer. From the period approximately 10 May to 21 June (excluding one week of half-term school holiday) the hours would be full time for 5 days a week. However, this is flexible on the hours worked but we wanted to make applicants aware that during exam periods additional hours will need to be worked. Any additional hours would be paid accordingly.

THE MAIN DUTIES OF THE ROLE:

- Co-ordinate the process for collating and inputting exam entries for external exam candidates (principally Y11 and Y13).
- Co-ordinate the submission of coursework marks and digital coursework to exam boards. Create and implement a master plan for running May/June exams, including resolution of clashes, allocation of invigilation and responding to the needs of pupils requiring special arrangements in their exams.
- Co-ordinate the distribution of exam results for the School, dealing with queries arising from results and administering review and/or exam paper copy requests.
- Answering and dealing with enquiries from students, parents, members of staff, examination boards, and the public.
- Co-ordinate the running of May/June exams on a daily basis.
- Arrange other external exams (e.g. university admissions tests such as BMAT etc, November re-sit exams, subject-specific scholarship exams) as required.
- Liaise with Birkdale staff, pupils, parents, exam boards and other external bodies in connection with exams-related matters.
- Support the daily running of examinations at Birkdale Senior School, including preparation of exam room(s), meet/update invigilators, dealing with student special arrangements, assist with the distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch.
- Adherence to the regulations and procedures as set out by the examination boards. Support with producing rooming and invigilation timetables and liaise with the relevant teams in regards to the organisation of examination rooms, including seating, furniture movement and IT requirements.

- Occasionally liaise with Exams Officers of other schools concerning the details of a student moving to Birkdale School.
- Assist Exams Officers as needed in various other areas.
- Assist Internal Exams Co-ordinator with preparation for and running of mock exams (Y11 and Y13)
- Co-ordinate the process of invigilator training via The Exams Office website. Assist with the collating and distributing of exam board certificates.
- Liaise with the Bursary Department regarding exam boards invoices etc.
- To log all examination papers and/or scripts. Ensure that all examination materials are stored and secured at all times.
- Ensure the secure disposal or distribution of used examination papers following a specific holding period.

EXPERIENCE, SKILLS & QUALIFICATIONS:

- The successful applicant must have a good standard of education with a minimum of 5 GCSEs grade A-C/ 4-9 or equivalent, including Maths and English.
- Must have excellent attention to detail and the ability to work at pace whilst maintaining accuracy.
- Excellent computer skills and accuracy with dealing with high volumes of data inputting. Must be adaptable and have initiative due to the nature of the role.
- Ability to liaise with pupils, parents and staff at all levels in a professional and calm manner. The ideal candidate must be organised, and have the ability to see the bigger picture with regards to the tasks they undertake and the impact on the school.
- Experience of working within a school environment would be advantageous but not essential.
- Ability to maintain confidentiality and adhere to the relevant data protection guidelines in line with their role.
- Experience of working in a fast paced environment, with the ability of being flexible depending on the needs of the School.

OTHER DUTIES:

- Be willing to move around our site and transport exams material e.g papers and equipment as required.
- Be willing to work flexibly and work additional hours during peak periods e.g summer exams.
- To be aware of your responsibilities in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999.
- To be aware of your responsibilities in accordance with the provisions of the Data Protection Act 2018.
- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post.

- The post holder must comply with the School's Safeguarding and Child Protection, Equality, Diversity, & Inclusion and Health and Safety Policies.

TERMS & CONDITIONS:

- This role is primarily working during [term-time](#). Although, as a member of the exams team it would be expected that the post holder would support the team during the exam results period. You may wish to note that the length of Birkdale's terms are slightly shorter than those of a maintained school (35.2 weeks) and therefore the school holidays are longer. Term dates can be found on the school website.
- [Salary](#) will be between £22,962 and £24,250 FTE depending on experience (Pro rata £9,037 to £9,543)
- [Pension](#): Birkdale offers an attractive private salary sacrifice pension scheme APTIS with Aviva which is open to all support staff with a 6% employer contribution.
- [Sick pay](#): The company sick pay scheme provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness.
- [Additional Benefits](#): Death in service and access to additional wellbeing and health support including unlimited, 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- Staff are entitled to a [remission of school fees](#) amounting to 67% for full-time staff and pro rata for part-time staff.
- During term time, [lunch](#) is provided to staff on site should they work through this period.
- [Car parking](#) is available on site.

School Information

What sort of a school is Birkdale?

Birkdale is a very successful and friendly day school of 750 pupils from 4-18. Birkdale became a co-educational school from PP1 (Reception) to P1 (Y3) from September 2020 with girls joining the Senior School from September 2024. Since its foundation in 1904 it has grown and flourished. The school is situated in the heart of Broomhill, Sheffield and attracts pupils from Sheffield, Rotherham, the Peak District and surrounding areas.

The school has three sites in south-west Sheffield: the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School, and the playing fields at Castle Dyke. In September 2023, S.Anselm's Preparatory School, a 3-13 boarding and day school in Bakewell, joined the Birkdale Family of Schools.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head is also a member of the Society of Heads. The Head's of the Preparatory School's are members of IAPS (The Independent Association of Preparatory Schools).

Birkdale's Values and Vision

At Birkdale our mission is to deliver a strong academic education through outstanding individualised teaching, inspiring all pupils to achieve their personal best. Our rounded education enables pupils to pursue a wide range of interests which will equip them with skills and values to live a successful, fruitful and fulfilling life. All of this is underpinned by a strong Christian ethos, where everyone is treated with care and respect.

Academic Excellence

To provide the best academic education for each individual pupil, which will enable them to achieve their full potential and equip them for the rest of their life. At Birkdale there is a dedicated team of outstanding academic specialists that deliver high quality expert teaching in a wide range of subjects in an aspirational and supportive environment.

Rounded Education

At Birkdale there is a strong emphasis on enabling pupils to develop their whole selves, with the help of a broad range of activities that extend far beyond the academic curriculum. Birkdale's vision is that each pupil is educated as an individual, including spiritual, moral, social, and cultural development, enabling them to be well-equipped for life.

Christian Ethos

Birkdale is a Christian school that warmly welcomes both Christian and non-Christian staff and pupils. The Governors and Senior Leadership of the school seek to lead under the authority and love of Jesus Christ. They actively promote and expect all staff and pupils to live by the School's values which are drawn from the Christian faith: Respect; Humility; Integrity; Courage and Compassion. The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere.

APPLICATION PROCEDURE/INTERVIEW ARRANGEMENTS

Applicants should provide all of the following:

1. A cover letter **addressed to Dr George Abouzeid** of no more than 1 side of A4 - font size minimum 11 explaining why you would like this role and the skills and experiences you can bring to it
2. A completed Birkdale School application form
3. The names, addresses, e-mail addresses and telephone numbers of two referees

Closing date for applications – Monday 22nd April 2024 (9am)

Interviews – tbc

Email your application to: Dr George Abouzeid at recruit@birkdalschool.org.uk by the closing date of Monday 22nd April 2024 (9am).

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Applicants who do not provide a Covering Letter and Application Form as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at recruit@birkdalschool.org.uk

Pre-employment checks:

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSiE 2023, Birkdale School will conduct an online search for all shortlisted candidates.

Equal Opportunities Statement:

At Birkdale School, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and students. We aim to foster an inclusive culture where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential. We are *stronger together*.