



# CHAILEY SCHOOL

A Specialist Language and Humanities College  
Headteacher: Mrs Helen Key MA (Ed)

## Exams Officer

<b>Dates:</b>	June 2023
<b>Salary:</b>	Single Status Grade 7 Points 18-19 (FTE salary £24,614-£25,271, actual salary as the vacancy is pro-rata (TTO) £15914-£16339) Pay Award Pending
<b>Location:</b>	East Sussex
<b>Contract type:</b>	27 hours per week term time only* 46.20 weeks per year

\*The actual working hours will vary according to the GCSE examination timetable and internal school calendar. This means that it is possible for the successful candidate to take time off in term time but you must be willing to work longer weeks when exams are in operation.

<b>Contract term:</b>	Permanent
<b>Closing Date:</b>	Monday 19 <sup>th</sup> June 2023
<b>Start Date:</b>	by negotiation

Chailey is a small, thriving, successful school set in rural Sussex within easy reach of Brighton. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive; our students are happy and proud to be part of the school. Chailey is a school where teachers and students can thrive. We are seeking a talented, innovative colleague who would be keen to work with motivated and responsive young people. Visitors to Chailey School often comment on the calm teaching environment and fantastic relationships between students and teachers.

Our last Ofsted visit was in January 2022 and we are very pleased with the feedback that we received. The Ofsted report contained comments such as:

- The school's values of kindness, resilience, independence and creativity permeate everything
- This is a happy and harmonious school
- Bullying is rare and dealt with quickly and effectively
- Welfare and well-being are high priorities

We believe that this is a very strong foundation from which to aspire to excellence in everything we do.





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We are looking to recruit an Exams Officer to lead out internal and external examinations across the school. This is an important role in the school and you will be able to make a real difference to our students. You will work under the direct line management of an experienced Deputy Head Teacher. Our current Exams Officer is more than willing to spend time with our new Exams Officer to help with training.

At Chailey School we value our staff. We know that we can only look after the youngsters in our care if we look after ourselves and each other too. By joining our staff, you will be part of a supportive network of colleagues that value each other.

Further details are set out in the application pack on our website ([www.chaileyschool.org](http://www.chaileyschool.org)) or please contact Serena Rodd (PA to the Head Teacher) [srodd@chaileyschool.org](mailto:srodd@chaileyschool.org) We would be very pleased to show any potential candidates around the school and to discuss the position further. Please contact us to arrange a suitable time.

**Closing date: Monday 19<sup>th</sup> June 2023**

Chailey School  
Mill Lane, South Chailey  
Lewes, East Sussex  
BN8 4PU  
Tel: 01273 890407

Head Teacher: Mrs Helen Key

*East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a Disclosure & Barring Service (DBS) clearance for this authority*





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## Exams Officer

### Job Description

**JOB TITLE:** Exams Officer

**SCHOOL:** Chailey School

**GRADE:** Single Status 6

**RESPONSIBLE TO:** Deputy Head Teacher

#### Purpose of the Role:

To lead the effective organisation of all internal and external examinations in accordance with the regulations laid down by the awarding bodies.

To ensure the highest levels of organisational support for each student in both external and internal examinations through the submission of accurate information for all examinations.

To comply with the Examining Awarding Bodies' regulations.

#### Key tasks:

1. To ensure that all examination entries submitted to awarding bodies are accurate and within deadlines.
2. To be responsible for applications for Special Consideration to the Examination Boards.
3. To set up, maintain and disseminate a yearly register of details of current qualifications being studied in the College to include QAN and discount codes.
4. To ensure that the costs of retakes etc. are reimbursed by candidates/departments as appropriate.
5. To advise College Leadership on implications for the College arising out of examination timetables.
6. To ensure candidates and staff receive accurate and timely information pertaining to their examinations including publishing timetables and producing individual statements of entry. Ensuring all details are sent to parents and published accurately on the College website.
7. To manage and run examinations, organise appropriate invigilation, access requirements, support any special considerations, liaising with the Cover Manager





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regarding rooms required, the Site Management Team regarding the setting up of examination rooms and Heads of Department and the Senior member of staff responsible for the calendar in the setting up of internal examinations.

8. To take responsibility for downloading and distributing results in accordance with Joint Council for Qualifications regulations and checking of certificates before distribution.
9. To deal with post-results enquiries, applications for remarks, and requests for copies of papers and scripts.
10. To keep up to date with national changes through professional associations, media and training and to seek ways to implement change.
11. To disseminate information, answer enquiries and dealing with complaints regarding internal and external examinations from staff, students and parents/carers.
12. To ensure the health and safety of candidates and staff in and around examination rooms.
13. To ensure that security arrangements concerning examination papers and results are strictly enforced according to Joint Council for Qualifications requirements.
14. To liaise with awarding body inspectors ensuring they are fully supported on their regular visits.

**Progression to SS7 is dependent on the following additional tasks being required:**

15. Line manage and supervise clerical staff and/or a team of invigilators. This includes undertaking one to one's, annual appraisals and providing support with identifying training and development needs.
16. To take responsibility for the annual spend for examination invigilators and the examination budget.

