



# CARDINAL NEWMAN CATHOLIC SCHOOL

Job Description			
<b>Job Title:</b>	Examinations Officer	<b>Department:</b>	Exams
<b>Salary:</b>	SO1/2	<b>Reporting to:</b>	SLT
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p><b>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the centre of all that we do. We aspire to;</b></p> <ul style="list-style-type: none"> <li>● An exceptional 4-19 Catholic education and experience</li> <li>● Remove all barriers to excellence</li> <li>● Develop leadership at all levels</li> <li>● Provide an exceptional spiritual, physical, on-line environment.</li> </ul>			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> <li>● Uphold and promote the school's Catholic vision</li> <li>● Support and contribute to the achievement of all students academically and pastorally</li> <li>● Support and contribute to our responsibility for safeguarding all students</li> <li>● Undertake professional training to enhance personal development and job performance;</li> <li>● Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection</li> <li>● Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>● Share best practice, expertise and skills with others</li> </ul>			
Main Objectives of Role:			
Organise and supervise administrative systems as required. Contribute to the planning, development and monitoring of support services and / or management of support staff, including co-ordination and delegation of relevant activities.			

## Principal Accountabilities:

### Organisation

- Take a lead role in managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies<sup>1</sup>) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- Keep operating procedures under review to identify areas of potential development and / or improvement and make recommendations
- Where appropriate: manage support staff including invigilators liaise between managers / teaching staff and support staff; hold regular meetings with managed staff; undertake recruitment / induction / training / mentoring for other staff

### Administration

- Take a lead role in the development and maintenance of manual and computerised records / management information systems
- Take a lead role in the planning of public and pre-public exams, making entries, managing the exam series including results and post-results in line with JCQ and Awarding Bodies regulations
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Provide detailed analysis and evaluation of data and produce reports / information as required
- Provide or oversee secretarial services for the Head Teacher, including maintaining confidential records, diary keeping and assisting visitors as required and producing and responding to complex correspondence
- Provide organisational and complex advisory support to other staff
- Attend and contribute to Governors' meetings
- Attend and take minutes at other meetings, as required
- Manage complex administrative procedures, e.g. those relating to school meals, transport
- Responsible for completion and submission of complex forms, returns etc., including those to outside agencies, e.g. DfES
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

JCQ<sup>CIC</sup> is a membership organisation comprising the eight largest national awarding bodies offering qualifications in the UK. The JCQ is a not for profit Community Interest Company, limited by guarantee. It is funded by its members. Members are: [AQA \(AQA Education Ltd\)](#), [CCEA \(Northern Ireland Council for Curriculum, Examinations and Assessment\)](#), [City & Guilds](#), [NCFE](#), [OCR \(Oxford Cambridge and RSA Examinations\)](#), [Pearson](#), [SQA \(Scottish Qualifications Authority\)](#), [WJEC](#)

## **Resources**

- Responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Establish work programmes and set work priorities for staff and resolve problems as required
- Monitor work performance, identify staff training needs, evaluate effectiveness of training and keep accurate records.
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship / funding
- Manage service contracts
- Oversee ordering procedures and purchasing of supplies / materials / services ensuring levels are maintained
- Take a lead role in marketing and promoting the school
- Ensure inventory checks are undertaken and appropriate records of furniture / equipment are maintained, authorising repair / replacement as necessary
- Manage complex financial procedures, including:
  - taking a lead role in planning, monitoring and evaluating the budget plan
  - management of expenditure within agreed budget(s)
  - managing, monitoring and reporting of all Private Funds, ensuring legal compliance and arranging annual audit
  - designing and setting up appropriate systems for monitoring income, expenditure, cash flows and deposits, in accordance with procedures
  - producing and presenting reports for Head Teacher and Governors, interpreting information for non-specialists
  - reconciling financial records with bank statements and computerised printouts, bringing any significant anomalies / discrepancies to the attention of line manager
  - preparing, or overseeing the preparation of, financial statements, commitment accounts and any other financial activities within the school, devising financial systems to meet local needs when necessary
  - acting as authorising officer for financial transactions
- Responsible for Health & Safety management in own area

## **Responsibilities**

- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Develop constructive relationships and communicate with other agencies / professionals
- Share expertise and skills with others
- Attend and participate in regular meetings

- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

### **General Accountabilities**

The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the General Data Protection Regulations.

Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

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**All Staff employed at Cardinal Newman Catholic School will:**

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

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Person Specification	
<b>Job Related Education, Qualification and Knowledge</b>	<p>NVQ Level 4 or equivalent qualification or experience in relevant discipline</p> <p>Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources</p> <p>Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working in an office environment.</li> <li>• Excellent numerical skills.</li> <li>• Good knowledge and experience of using Microsoft Excel and Word.</li> <li>• Knowledge and experience of using accounting software.</li> </ul>
<b>Skills and Abilities</b>	<p>Attention to detail.</p> <ul style="list-style-type: none"> <li>• Ability to communicate financial requirements sensitively and diplomatically.</li> <li>• Able to maintain confidentiality</li> <li>• Able to work under pressure to tight deadlines.</li> <li>• Excellent numerical skills to undertake a variety of tasks, e.g. writing financial reports for external sources, budget monitoring and planning</li> <li>• Excellent literacy skills to undertake a variety of tasks, e.g. contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding</li> <li>• Skilled in the use of specialist equipment / resources</li> <li>• Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice</li> <li>• Able to provide advice and guidance to senior staff / Head Teacher / Governors on technical and specialist financial information and influence school policy on such matters</li> <li>• Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems and producing financial information for line managers / auditors</li> <li>• Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues</li> <li>• Able to maintain confidentiality</li> <li>• Able to work accurately and with attention to detail</li> <li>• Alertness and concentration, e.g. producing financial reports and forecasts, presenting information</li> <li>• Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met</li> <li>• Able to undertake medium term planning, e.g. for recruitment and selection</li> <li>• Able to manage own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents</li> <li>• Able to identify potential difficulties / issues, analyse them and make recommendations</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to negotiate and attempt to influence others, including external agencies, e.g. suppliers of goods or services</li> <li>• Able to prepare reports for Head Teacher / Governors</li> <li>• Able to prepare a range of financial information / documents / invoices, including those for external agencies</li> <li>• Able to check and reconcile expenditure and income information on computerised system against financial printouts</li> <li>• Able to prepare annual estimates of expenditure, the annual budget and monitor expenditure</li> <li>• Able to present information at meetings for budgetary decision</li> <li>• Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these</li> <li>• Able to self evaluate learning needs and actively seek learning opportunities</li> <li>• Able to organise, lead and motivate other staff</li> <li>• Able to plan and develop systems</li> </ul>
<b>Equalities</b>	To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.