



**Bellerive FCJ
Catholic College**
Inspiring personal and academic excellence

BELLERIVE FCJ CATHOLIC COLLEGE

RECRUITMENT OF EXAMS OFFICER





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Welcome from Headteacher

Dear Colleague

On behalf of all governors, students and staff at Bellerive FCJ, we are delighted at your interest in the position of **Exams Officer**. We hope that this application pack gives you an insight into our school and why we are justifiably proud of it and our school community.

Established in 1844, Bellerive became an Academy in 2012, and since then we have seen a variety of developments such as the new Sixth Form and Performing Arts Centre. More recently, in 2017, we opened a Science and Technology block and a new Sports Centre in 2018. We have provided a Catholic education for girls across the Liverpool area since 1844.

The college sits in a diverse area, next to 2 parks, only 10 minutes from Liverpool city centre.

We are a Catholic school and our Trustees are the Faithful Companion of Jesus (FCJ) Sisters. As such, we seek to nurture the spiritual development of every pupil, and we welcome students of all faiths and none. We value all achievement; academic, personal, social and cultural.

If you think that you are the type of person that we are looking for, I would be delighted to receive your application.



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About Bellerive FCJ Catholic College

Gentleness, Hope, Dignity, Justice, Companionship and Excellence

For over 170 years Bellerive FCJ has been educating girls in Liverpool. The FCJ values of gentleness, hope, dignity, justice, companionship and excellence, permeate everything we do, indeed this was commented by Ofsted that;

*“Staff and pupils practice the school’s values:
excellence, companionship, dignity, justice, hope and gentleness”*

Our aim is to follow the vision of Marie Madeleine d’Houet, the foundress of the Faithful Companions of Jesus. She was a woman of inspiration and courage, constantly searching to do good for others. We strive to instill in our students a zest for life and a desire to use their talents and gifts in the service of others.

We are rated as a ‘Good’ school by Ofsted and Outstanding in the Section 48 inspection carried out by the Archdiocese of Liverpool. Since becoming an Academy in 2012, we have used the independence this has given us to further enhance the learning opportunities for our students.

We have a thriving Sixth Form, based in a state-of-the-art building overlooking Sefton Park.



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Advert Exams Officer

Salary: **£26,946 Actual pro rata** FTE £30,151 (*Pay award pending*)

Scale 6 - Fixed Point 23

We are looking to appoint an enthusiastic Exams Officer to start January 2024 to manage all aspects of our school's public and internal examinations. Ideally, the preferred candidate would have experience of working within a school environment and an appreciation of the exams structure, although training will be given to the successful candidate if needed.

The ideal candidate for this role will have previous knowledge and experience of Microsoft Office packages and the SIMS school information management systems. The successful applicant should also have experience working with data and possess highly competent IT and interpersonal skills. The right person for the role will have the ability to communicate effectively to a range of people including staff, students, and parents. You will have:

- Responsibility for all public examinations and internal assessments from organisation of entries, organisation of examination sessions and all communications with examination boards;
- Liaison between exam boards and Senior Leadership Team or Head of Department;
- Circulation of information and instructions from examination boards to all relevant staff;
- Plan an annual calendar of external and internal examinations. Updating with detail in a timely way before each examination session including daily seating plans;
- Responsible for effective induction and training of invigilators;
- Be responsible for deployment of invigilators with regard to budget costs;
- Check and oversee the distribution of all certificates for students;
- Provide facilities for external students if appropriate;
- In liaison with the SENCO organise appropriate support for candidates with special needs;
- Collect syllabus requirements, entries coursework marks, estimated grades from Head of Departments;
- Check that sufficient quantities of papers are ordered, received and that procedures for storage of papers are adhered to;
- Liaise with premises staff and Site responsible for examinations to ensure halls are set up appropriately;
- Responsible for setting up the examination room provision, including any equipment required;
- Responsible for collecting scripts and keeping securely until sent to examination board;



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- Responsible for keeping certificates of posting and other important certification relating to security and despatch of examinations;
- Collection, collation and distribution of examination results to Headteacher and students;
- Processing special consideration requests as required;
- Keep accurate accounts of any fees paid by students;
- Provide entries lists to Senior Leadership Team and Head of Departments for checking;
- Creating and distributing examination timetable showing dates, times and locations for both internal and external assessments;
- Ensure all students are given their statements of entry and are informed of the dates and times of their examinations.

Other Duties

- Under the direction of your Line Manager, undertake such other tasks that may be required to further the efficient running of the Academy, commensurate with the level of the post holder;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Qualifications & Experience

Qualifications, Knowledge & Training

- English and Mathematics GCSE or equivalent
- Knowledge of the examination system and procedures
- Knowledge of Microsoft software
- Knowledge of National curriculum

Experience

- 3 years' experience of working in an educational establishment, in an administrator role

Personal Skills & Qualities

- Ability to communicate with teaching and support staff
- To support the efficient delivery of all internal and external exams
- Skilled in the use of databases
- Ability to produce user friendly data



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- Ability to communicate with parents and other key stakeholders
- Ability to remain calm under pressure
- Ability to work to tight deadlines
- Ability to generate ideas and drive solutions
- Commitment to equality and diversity
- Ability to organise and manage exam invigilators
- Empathy with the aims and objectives of Bellerive FCJ Catholic College

Professional Development & Benefits

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre.

We look for talented individuals who share our vision for creating exceptional places of learning and are committed to ensuring that every child in Bellerive has access to the best possible education.

Safeguarding Notice

Bellerive FCJ Catholic College and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced and Barred DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please read the Notes to Applicants, within the application pack.

Equal Opportunities

Bellerive FCJ Catholic College is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.



Person Specification

Abilities, Knowledge and Skills	Essential	Assessed
Qualifications & Training		
Minimum of Level 4 in English and Maths or equivalent	E	A
Experience		
Experience of Microsoft Office Applications	E	A
Previous administration experience	E	A
Experience working with a school's Management Information System	D	A/I
Knowledge and Understanding		
Understanding of safeguarding issues and promoting the welfare of children	E	A/I
Understand the importance of confidentiality in this role	E	A/I
Ability to pick up IT systems quickly and effectively	E	A/I
Understand the requirements of this role	E	A/I
Understanding of a secondary school environment	E	A/I
Previous experience working with data	D	A
Skills and attributes		
Ability to form and maintain appropriate professional boundaries with children.	E	I
Highly competent IT skills	E	A/I
Strong customer service skills	E	A/I
Has initiative and can work independently	E	A/I



Strong attention to detail	E	A/I
Has the ability to communicate effectively to a range of people including staff, students, and parents	E	A/I
Is able to plan, organise, prioritise and manage their time effectively	E	A/I
Clear and accurate written communication skills	E	A/I
Confident verbal communication skills	E	A/I
Personal Attributes		
Flexibility and adaptability.	E	A/I
Is prepared to undertake professional training necessary to carry out the role	E	A/I
Able to build positive relationships with colleagues and wider community	E	A/I



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Applying for the role

If you have any questions about the role, or would like a confidential and informal chat please do not hesitate to get in touch by calling Mrs C Brennan, on 0151 727 2064, or by emailing brennanc@bellerivefcj.org.

The closing date for applications is **Monday 13th November 2023 at 5.00pm**

Interviews are likely to take place in the week beginning Monday 13th November 2023

We ask that all completed application and monitoring forms, together with your supporting statement of no more than 1500 words, are sent by email in the first instance to brennanc@bellerivefcj.org.

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

All applications will be acknowledged within 24 hours – should you not receive a confirmation please call Mrs Brennan on 0151 727 2064.

Bellerive FCJ Catholic College is committed to safeguarding children and promoting children's welfare. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS Certificate with a barred-list check.