



**Bellerive FCJ  
Catholic College**

Inspiring personal and academic excellence

## **BELLERIVE FCJ CATHOLIC COLLEGE**

### **RECRUITMENT OF**

### **EXAMS OFFICER**

### **JANUARY 2023**





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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.

I look forward to meeting you.

**Ella Brett**  
Headteacher



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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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## **Role of the Exams Officer/Administration Assistant**

**Salary: £25 927 (FTE)**

**Scale 6 - Fixed Point 19**

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

As Administration Assistant, you will also have the responsibility for Cover for absent teachers: ensuring all lessons are covered so that student learning and progress is maintained during staff absence. You'll be required to liaise with supply agencies and induct new supply staff to provide guidance and support.

The ideal candidate for this role will have previous administration and Microsoft Office experience. The applicant should have experiences working with data and hold highly competent IT skills. The right person for the role will have worked within a secondary school environment and has the ability to communicate effectively to a range of people including staff, students, and parents. You will work with a strong, friendly and supportive office team. During examination seasons, lesson cover administration will be supported by others in the office team.

- 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;



- Responsible for keeping certificates of posting and other important certification relating to security of examinations;
- Collection, collation and distribution of examination results to Principal 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.



## Job Description

### Duties

#### EXAMINATION OFFICER ROLE

- To complete all examination entries (internal and external).
- To distribute and disseminate communication from Examination boards to relevant staff – regulations, syllabuses, INSET materials, changes etc.
- To construct exam timetables
- To input coursework marks to send to Exam Boards and arrange for coursework samples to be sent to moderators
- To ensure the secure storage of exam papers on arrival.
- To ensure efficient dispatch of completed exam papers.
- To organise, supervise and take part in examination invigilation, including the recruitment, training and allocation to exams of the team of external invigilators.
- To ensure all procedures associated with the disapplication of students from exams are carried out.
- To ensure all procedures associated with application for special considerations are carried out.
- Organise seating plans for all examinations as stipulated by the Exam Boards and liaise with site staff regarding the set up for large exam rooms as appropriate
- To allocate rooms for examinations liaising with School
- Produce and distribute personalized exam timetables for all pupils
- To ensure exams are carried out according to JCQ guidelines
- To be present on GCSE and A level examination results days and the day preceding each, and to organise dissemination of exam results to students.
- Liaise with the Data Manager and Deputy Head to facilitate the analysis of results
- To maintain examination records.
- To deliver training as necessary to ensure adequate assistance and cover for Exams Officer role.
- To sort out all 'timetable clashes' and make appropriate provision for pupils affected.
- To administer enquires about results
- Check certificates and ensure students receive their certificates securely.
- Attend Area Examination Officers' meetings and Exam Board training
- Liaise with the SENDCo in supporting students who qualify for access arrangements

#### COVER ADMINISTRATOR ROLE

- To manage all day-to-day short-term cover for staff absence, including rotas for daily duties, providing fair and effective allocation of cover at all times.
- To accurately record absences
- To produce staff absence reports and monitor absences as required by the Senior Team
- To liaise with supply agencies
- To induct new supply staff and provide guidance and support.
- To arrange re-rooming of lessons, this includes making necessary changes to accommodate student tests and exams.

## **GENERAL DUTIES**

- To take and deal with telephone messages as appropriate, dealing with callers in a courteous and professional manner.
- To ensure incoming and outgoing mail is dealt with appropriately, when required.
- To support the Office Team as required, with general admin duties and occasional reception cover.
- To support the School Business Manager and other Senior Staff with daily administration relating to Health and Safety
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**January 2023**





## Person Specification

<b>Abilities, Knowledge and Skills</b>	<b>Essential</b>	<b>Assessed</b>
<b>Qualifications &amp; Training</b>		
Minimum of Level 4 in English and Maths or equivalent	E	A
<b>Experience</b>		
Experience of Microsoft Office Applications	E	A
Previous administration experience	E	A
Experience working with a school's Management Information System	D	A/I
<b>Knowledge and Understanding</b>		
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
<b>Skills and attributes</b>		
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
<b>Personal Attributes</b>		
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](mailto:brennanc@bellerivefcj.org).

The closing date for applications is **Tuesday 24<sup>th</sup> January 2023 at 5.00pm**

Interviews will take place week beginning **Monday 30<sup>th</sup> January 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](mailto: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.***