

Job Information Pack

Vacancy Title:

EXAMS MANAGER

Location:

RATTON SCHOOL

Closing Date:

9.00am on Tuesday 7th May

Ratton
School

achieving together

CONTENTS

[Introduction](#)

[Letters from School Leadership](#)

[How to Apply, Important Dates & Terms of Employment](#)

[Details of the Role](#)

[Job Description & Person Specification](#)

[Staff Benefits](#)

[Application Procedure & Appointment Process](#)

[Pre-Employment Checks](#)

[Conditions Of Service](#)

[Salary](#)

[Visa Sponsorship](#)

[Equal Opportunities](#)

[Safeguarding](#)

[Living & working in Eastbourne](#)



Introduction

Welcome to Ratton School, nestled within the vibrant community of Eastbourne and part of the South Downs Learning Trust educational family! At Ratton School, we believe in fostering an environment where every individual is empowered to thrive and succeed. Our commitment to excellence in education is matched only by our dedication to creating a supportive and inclusive workplace culture.

As a member of the South Downs Learning Trust, you'll be joining a collaborative network of schools united by a shared passion for education. We value the diverse talents and skills of all our team members, recognising that each individual brings a unique perspective and contribution to our collective mission.

At Ratton School, we are committed to providing outstanding education and creating a positive learning environment for our students. Our aim is not only to impart knowledge but also to instil a love for learning and empower our students to reach their full potential. As part of our team, your role will be instrumental in shaping the future of our students, helping them to become confident, curious, and compassionate individuals ready to make a positive impact on the world.

We believe in investing in our staff and providing opportunities for professional growth and development. Whether you're a seasoned educator or just starting your career, you'll have access to ongoing training, support, and mentorship from our experienced leadership team. We recognise the importance of work-life balance and offer a range of benefits and perks to support the well-being of our staff.

Join us on this exciting journey in education and become a valued member of our collaborative network dedicated to shaping young minds and fostering a culture of lifelong learning. Together, we can make a difference in the lives of our students and in the communities we serve.

We eagerly await your application and the opportunity to welcome you to Ratton School and the South Downs Learning Trust educational family!

LETTERS FROM SCHOOL LEADERSHIP

Letter from the Executive Headteacher

Dear Applicant,

I am delighted to extend a warm welcome to you on behalf of South Downs Learning Trust. As the Executive Headteacher, I take immense pride in our commitment to excellence in education and in nurturing a culture of collaboration among our staff and students.

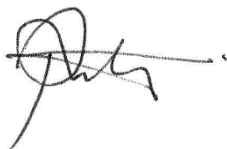


South Downs Learning Trust is dedicated to providing outstanding education and creating a supportive and inclusive work environment. We believe in the power of education to transform lives, and we are excited to welcome individuals who share our vision.

Your role within our trust, whatever it may be, will be instrumental in shaping the future of our students. We value the dedication, passion, and commitment of our staff members in creating a positive and inspiring educational experience.

I encourage you to explore the opportunities within our trust and consider joining us in our mission to empower students and prepare them for a bright future.

Yours sincerely,



Paul Murphy
Executive Headteacher
South Downs Learning Trust

LETTERS FROM SCHOOL LEADERSHIP

Letter from the Headteacher

Dear Applicant,

I am writing to you as the Headteacher of Ratton School, a proud member of South Downs Learning Trust. Our school is dedicated to providing an exceptional education and creating a positive and inspiring learning environment for our students.



The contributions of our staff members are vital in shaping the educational experience we offer. Whether you are considering a role in teaching, administration, support, or any other capacity, your dedication and passion can make a significant impact within our school and trust.

At Ratton School, we believe in fostering a warm and inclusive atmosphere, and we value individuals who share our commitment to educational excellence.

Thank you for considering Ratton School and South Downs Learning Trust as your potential workplace. We eagerly await your application and the opportunity to work together in providing an exceptional education to our students.

Yours sincerely,



Gavin Peevers
Ratton School Headteacher
South Downs Learning Trust

How to apply and important dates

To embark on this exciting opportunity, access the application form via [Vacancies | Ratton School](#) Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk before the specified closing date.

For those using the TES or Gov.UK platforms to apply, you may also use the forms available there. Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

We urge early submissions, as we actively review and consider applications upon receipt. There's a possibility of appointments being made before the deadline, so prompt action could be the key to securing this role.

Terms of employment	
Grade	Single Status Grade 8 points 20-22 (£27, 861 to £29, 783) per annum (pay award pending), pro rata.
Actual Salary	£23,937.49 gross per annum, £1,994.79 gross per month
Hours	During term time, the position entails 35 hours per week, from 7:45am to 3:15pm each day, with a 30-minute unpaid break. Additionally, there will be 60 hours of work during the summer break, particularly during examination results periods (specific hours will be discussed during the interview). During peak examination periods, the appointed individual must be adaptable, as they will be expected to work from 7:30am to 4pm.
Contract	Permanent, term time only + 2 extra weeks
Deadline and interview dates	
Closing Date:	9.00am on Tuesday 7th May
Interviews:	Friday 10th May

Details of the Role

Thank you for your interest in Ratton School and for considering us as your next career move. We hope our application pack is clear and informative and gives you a sense of our high aspirations for all our students.

Ratton School became a converter academy on 1st of August 2012 and joined with Ocklynge Junior School on the 1st of December 2017 to form the South Downs Learning Trust. The aim of our trust is to provide an outstanding educational experience for all students in our schools. We want both schools to retain their own identity whilst working together to support the learning of everyone in the Trust community. Our aim is to develop a sustainable and exciting educational experience that places our learners at the centre of all that we do.

This is a critical role within our Trust, and we are seeking an exceptional team player who possesses excellent organisational and communication skills and very high levels of accuracy and attention to detail. You will ensure that all internal and external student exams are effectively planned and organised and will also embrace supervising, training and leading a team of invigilators. As a strong exams officer, you will be confident working across multiple systems and ideally will have some experience of exams administration including working with a student records system. It is expected that the post holder will have some flexibility around working hours and also be available to work during the summer holidays, particularly in August, in order to process examination results when they come in.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team and a Trust who is committed to providing professional development and opportunities for all colleagues.

Job Description

Job Title:	Exams Manager
School:	Ratton School
Grade:	Single Status Grade 8 points 20-22
Responsible to:	Deputy HT

Main Purpose

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 Bodies' regulations.

Main 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 school 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 School Leadership on implications for the school 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 school website.

7. To manage and run examinations, organise appropriate invigilation and ensure invigilators are correctly trained in line with JCQ and ICE regulations, access requirements, support any special considerations, liaising with the Cover Manager regarding rooms required, the Site 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 ensure all Exam policies are updated based on JCQ guidelines
9. To take responsibility for downloading and distributing results in accordance with Joint Council for Qualifications regulations and checking of certificates before distribution.
10. To deal with post-results enquiries, applications for remarks, and requests for copies of papers and scripts.
11. 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.
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.
17. To provide administration support to a range of teams across the MAT, contributing to the smooth running of the schools.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Key skills and abilities

- Ability to organise and prioritise own workload
- Ability to work in an organised and methodical manner
- Ability to maintain efficient record keeping systems
- Ability to produce accurate and up-to-date records and reports as required
- Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents
- Ability to take personal responsibility for organising day to day targets
- Ability to demonstrate basic keyboard skills for accurate computer input and retrieval
- Ability to work effectively as part of a team
- Ability to work in a discreet and sensitive manner
- Ability to work under pressure
- Ability to meet to collate information from a variety of sources to ensure deadline for exam entries are met and penalties for late submission are avoided.

Knowledge

- A basic knowledge of the work of a school
- Knowledge of the Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis.
- Proficient keyboard skills.

Experience

- Experience of undertaking a range of clerical duties
- Experience of, or willingness to learn, a range of computer applications
- Supervision or line management experience
- Experience of managing or overseeing budgets

Personal Attributes

- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Desirable

- Experience with SIMs
- Professional qualification in exam management or equivalent
- Experience of working as an Examinations Assistant or similar role

Please note the short listing of applicants for interview will be based around the essential criteria in the first instance. If all candidates have the essential criteria, then the desirable criteria will be used for short listing.



WHY CHOOSE SOUTH DOWNS LEARNING TRUST?

Staff Benefits

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for trust staff children at Ocklynge Junior School.

Miscellaneous Leave (see *Special Leave of Absence Policy* for full details)

- 1 day of paid leave to move house.
- Up to 3 days paid leave per academic year for dependents care.
- Up to 5 days paid compassionate leave per academic year.
- 1 day of unpaid leave to attend significant events eg graduation ceremony for a child or wedding of a close family member.
- Reasonable paid leave to attend selection interviews for jobs.
- Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales.
- Jury service.
- Paid time off for health appointments (where only available during normal working hours).
- Paid time off to attend antenatal care.
- Maternity/paternity/adoption.

Application Procedure

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

Please note that we do not accept CVs.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

Personal Specification

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 2) If you are successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff, this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before the interview where

possible. Employment is conditional on these references being deemed satisfactory.

2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above. For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Teachers, whether full or part time, will automatically be a member of the Teachers' Pension Scheme unless they elect to opt out.

Visa Sponsorship

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

Policy on Equal Opportunities

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

Safeguarding Notice

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.



Living and working in **Eastbourne**

Discover Eastbourne: A Vibrant Hub for Work and Leisure

Nestled in the heart of the South East, Eastbourne presents an enticing blend of history, modernity, and natural splendour. Known for its rich cultural heritage and recent urban revitalisation, Eastbourne is a town that captivates residents and visitors alike.

Rich Culture and Natural Beauty

From the iconic Beachy Head to the town's historical treasures, Eastbourne offers a vibrant tapestry of cultural activities. Recent investments have injected a modern allure into the town while keeping its historical charm intact. More regeneration initiatives are on the horizon, promising further enhancement.

Easy Access and Connectivity

Embraced by a web of travel connections, Eastbourne caters to commuting professionals and day-trippers alike. Journeying to and from Eastbourne is effortlessly convenient. Whether by train—reaching London Victoria in a mere 82 minutes, or a short half-hour trip to the lively Brighton—or via the National Express service directly to London Victoria Coach Station, the town ensures easy accessibility.

Effortless Mobility

Navigating Eastbourne is a breeze, with an array of bus routes offering frequent services throughout the city. The 'Coaster' buses, tracing the scenic seafront and South Downs with multiple stops, including Seven Sisters and Beachy Head, make exploration a delight.

Charming Town Centre and Beyond

Eastbourne's compact town centre, adorned with Victorian and Edwardian architecture, invites leisurely strolls through wide pavements. The surrounding parklands and marshlands further enrich the town's character. Notably, the modern Sovereign Harbour marina provides easy sea access and serves as a gateway to international destinations by sailboat or cruiser.



A Lively Calendar of Events

Throughout the year, Eastbourne hosts diverse events, with Airbourne standing out as the world's largest free beachfront air show. This four-day extravaganza showcases thrilling displays from the RAF, USAF, and the renowned Red Arrows.

Highlights that Set Eastbourne Apart

Eastbourne prides itself on numerous accolades and unique offerings, such as its recognition by Time Out as the top UK destination in 2023. Boasting excellent connectivity, a stellar work-life balance against the backdrop of beautiful countryside and pristine beaches, the town cultivates an enterprise culture, fostering a thriving economy and quality jobs year-round.

Why Eastbourne?

- **Superlative Connectivity:** Access to high-speed internet
- **Picturesque Balance:** Beautiful countryside and beaches for an enriching work-life balance
- **Enterprise Culture:** A collaborative environment driving a successful economy
- **Gateway to Nature:** Proximity to Britain's newest National Park and the nearest to London
- **Acclaimed Events:** Award-winning spectacles like Airbourne and the International Lawn Tennis event
- **Sunny Haven:** Known as the sunniest spot in the UK
- **Varied Demographics:** A vibrant community with a significant population under 30
- **Unique Offerings:** Home to Europe's largest man-made marina, the Grand Hotel, and producing world-class Sussex Sparkling wines

Embrace the spirit of Eastbourne, where work and life harmonise in a setting that exudes charm, innovation, and natural allure.

Sources:

[Eastbourne | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](https://www.eastbourneunltd.co.uk)

[What is Living in Eastbourne like? - Keytek Locksmiths](#)

[What's it like to live in Eastbourne? - Yopa Homeowners Hub](#)