

July 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

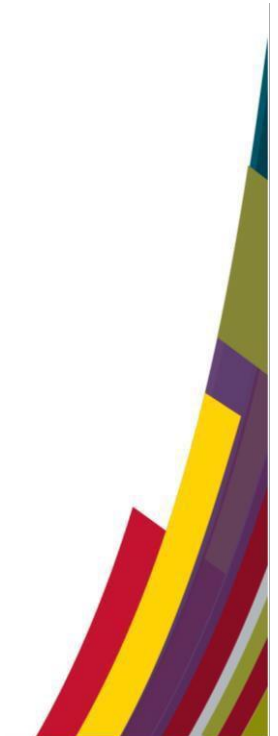
We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Liz Curtis and Neil Phipps would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry  
Head Teacher



## INFORMATION FOR APPLICANTS

### Exams Manager

**Closing date:** 9.00am, Tuesday 20 August 2024.

**Interview date:** Wednesday, 28 August 2024.

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The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

### Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

### Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [our website](#). Alternatively, you can request an application in Word format, or paper copy by emailing [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section, please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the end of the relevant recruitment process. For further information on this, please refer to our [Privacy Notice for Applicants](#).

### Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

### Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

**Online applications** via the school website ([www.mytonschool.co.uk](http://www.mytonschool.co.uk)) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk)
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

### References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

### **Criminal Record Declaration**

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential FAO HR Manager*.

### **Short-listing**

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

### **Contacting You**

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

### **Attending Interview**

If you are invited for interview, you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

If you are an Overseas applicant, the recruitment process if short listed for an interview will include providing a video portfolio of your teaching practice, lesson plans, and the opportunity for your referees to be contacted via video conferencing.

### **Enquiries**

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) or 01926 493805 ext. 209/237. Please use email only during school holiday periods.

Thank you for your interest, we look forward to receiving your application by the closing date.

Lisa Taylor  
HR Manager

**Person's Specification  
Exams Manager**

	Essential	Desirable	How Assessed*
<b>Knowledge and Experience</b>			
• Good standard of education	E		A
• Working successfully in a busy deadline-driven environment	E		A
• Working in an educational environment		D	I
• Knowledge of examination procedures and requirements		D	I
• Knowledge of JCQ examination rules and regulations		D	I
• Knowledge of SIMS (School Information Management Systems)		D	I
• Experience of managing colleagues within a working environment		D	I
<b>Skills and Abilities</b>			
• High level written and verbal communication skills	E		I/A
• Ability to work independently, manage own time and prioritise effectively	E		I
• Able to work in an organised and methodical way	E		I
• Able to coordinate and organise a team of people effectively with good supervisory/management skills	E		I
• Able to work effectively under pressure and remain calm	E		I
• Highly accurate with good attention to detail whilst still meeting deadlines	E		I
• Effective user of IT (particularly Excel)	E		I
• Able to relate well to school staff, students of all abilities and their parents/carers	E		I
• Able to maintain confidentiality	E		I
• To be able to work closely with specialist teaching services, external agencies and Social Services	E		I
<b>Personal Attributes</b>			
• Suitable to work with children and safeguard their welfare	E		I
• Willingness to be flexible with working hours to respond to the needs of the school (especially during exam periods and in school holidays, as required)	E		A/I
• Confident, enthusiastic and self-motivated with a calm presence	E		A/I
• Patient and understanding of the needs of others	E		A/I

## JOB DESCRIPTION

### Exams Manager

**Name:**

**Post Title:**

**Exams Manager**

**Reporting to:**

**Deputy Head**

#### 1. Job Summary / scope / purpose

- Establish and maintain a positive examination culture in the school to which all staff and students subscribe.
- Ensure the smooth execution of all internal and external exams throughout the year, providing students with an experience where they are able to perform to their optimum.
- Ensure compliance with all JCQ rules and regulations and to lead in school inspections by JCQ, achieving successful and positive outcomes.
- Ensure all stakeholders (students, staff, parents/carers and Leadership) are always fully informed of all updates from external examinations-related bodies, including Ofqual, JCQ and the different exam boards.
- Ensure all stakeholders (students, staff, parents/carers and Leadership) are always fully informed, in good time, of all exam information, instruction and regulations.
- Ensure all staff are familiar with and able to efficiently and effectively use the exam platforms developed by the different exam boards.

#### 2. Key Responsibilities

- 2.1. Lead and develop the strategy of all internal progress exams, from initial planning through to successful implementation, to include the production of multiple timetables for students, staff, invigilators; to produce exam room seating plans, registers and exam administrative documents.
- 2.2. Lead on all external general public exams throughout the academic year ensuring that all materials are in place, and exam rooms are organised in accordance with JCQ regulations, enabling all exams to be effective, efficient and fully compliant with the JCQ Rules and Regulations.
- 2.3. To lead and implement planning and delivery of other external exams such as Oxford and Cambridge Admissions Testing; University scholarship testing.
- 2.4. Lead with production, review and updating of all exam Policies annually.
- 2.5. Lead with external inspections by JCQ annually.
- 2.6. Lead with timely and focused communications to teachers, students, parents/carers with regard to all exam information, instruction and regulations.
- 2.7. Lead on the acquisition of information regarding all externally driven changes to exams, including to qualifications/subject changes; external exam board and JCQ requirements and all/any changes to exam regulations; and to disseminate same effectively and efficiently to HODs, LT and appropriate stakeholders.
- 2.8. Lead with use of all external exam board and JCQ platforms; as Centre Administrator to facilitate and ensure all teaching staff, HoDs and appropriate LT have access to same.
- 2.9. Liaise closely with staff regarding entries and ascertaining entry levels of students; develop and maintain a fully QA'd process for the acquisition of information, to ensure accuracy. Submit entries for external examinations to awarding bodies, meeting all deadlines.
- 2.10. Resolve examination clashes in accordance with regulations.
- 2.11. Maintain computer system and keep updated working with SIMs to ensure qualification and subject data is accurate to enable the import of results and production of Performance outcomes, reports and analyses;

downloading base data files from each examining board to structure relevant examination periods. Complete all administration relating to coursework and forms according to board timetables, adhering strictly to their deadlines.

- 2.12. Disseminate information, answer enquiries and deal with complaints regarding external examinations with staff, students and parents/carers.
- 2.13. Brief candidates on examination regulations and ensure they are aware of their own examination timetables and produce written guidelines for staff and students.
- 2.14. Ensure SEN examination provision, in liaison with the SENDCo includes assessing and processing requests for modified papers.
- 2.15. Make arrangements for students taking examinations using word processors, or otherwise, sitting examinations outside of normal venues and submit applications for transferred candidate requirements
- 2.16. Manage arrangements to receive, check and store examination materials in accordance with regulations.
- 2.17. Provide a centre timetable and keep comprehensive and accurate exam records for possible Inspection by JCQ and or exam boards.
- 2.18. Collect and despatch worked scripts in accordance with the regulations.
- 2.19. Responsible for the recruitment, induction, management, supervision and annual training of invigilators as per JCQ Regulations; and the scheduling of invigilation timetable including briefing invigilators appropriately, to ensure appropriate cover for all exams.
- 2.20. Provide appropriate training and development for the Exams Co-Ordinator to ensure the key responsibilities for managing exams can be covered in the absence of the Exams Manager.
- 2.21. Lead the preparation of and distribution of results to candidates on Results days, and the checking and distribution of certificates. Respond to enquiries about results and requests for return of scripts.
- 2.22. Support the Head of Centre in managing potential conflict of interest by informing the exam board and keeping record of measures taken to mitigate and risk to the integrity of the qualifications affected.
- 2.23. Support the Head of Centre in investigating cases of suspected malpractice in connection with examinations as required by JCQ and awarding bodies.
- 2.24. Submit registrations for vocational qualifications by the exam board deadlines.
- 2.25. Complete DfE KS4 and KS5 checking exercises in June and Autumn annually as well as confirming the information required by the National Centre Number register.
- 2.26. Keep up to date with the requirements of the role, and changes to procedures and regulations for external examinations, including attendance at appropriate awarding body and internal training events/meetings etc.
- 2.27. Strategically Plan, prepare and forecast the annual Examination Budget in relation to likely annual costs of entries, appeals etc. Ensuring external candidates are invoiced appropriately and forecasting the Invigilation Budget annually.

### **3. Responsibility for Staff**

- The post-holder provides line management for the Exams Co-Ordinator and a large team of casual Exam Invigilators.

### **4. Level of Supervision**

- The post holder is required to work mainly without direct supervision but will generally have access to the line manager on a daily basis for advice and guidance on unusual or difficult problems.

## Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	Grade G (points 23 to 25 on the NJC pay spine for Support Staff)
Salary range	£32,076 to £33,945 per annum, year round.
Starting salary	The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for previous skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
Hours	The appointment is for 37 hours a week over 5 days per week.  Hours of work will vary according to the examination periods throughout the year with a longer working week during exam periods and a shorter working week out of exam periods. The post-holder should take a daily (unpaid) lunchbreak of at least 20 minutes.  Hours of work (start and finish times) will be as agreed with the line manager.
Working Weeks	The appointment is working year-round, except for approved absence for annual leave and statutory holidays.
Probationary period	New appointments are subject to successful completion of a six month probationary period (or 1½ terms).
Supervision of / support for students	As part of your responsibilities, you may be required to assist with the supervision of students at break or lunch time, or assist with students during Form Time, or with assisted reading.
Working Conditions	Mostly office based. Some early starts and late finishes will be required. Some travel may be required within the region.
Notice period	You are required to give <b>twelve weeks'</b> notice, in writing, to terminate your employment. The notice period during probation is one week.

The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The job/responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.

The job description may also be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role.

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

### **Summary for Applicants**

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

#### **Working Hours**

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

#### **Salary and increments**

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

#### **Probation Period**

This appointment is subject to a 1½ terms or six-month probationary period.

#### **Notice Period**

You are required to give two month's notice in writing to terminate your employment.

#### **Annual Leave**

23 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 26 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

#### **Pre-employment checks**

**ID Checks:** We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

**Criminal Record:** All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.



**Eligibility to Work in the UK:** Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

**Qualification:** The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

**Health:** The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

### **Pension provisions**

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

### **Continuous service**

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

## SUPPORT PROGRAMME FOR NEW STAFF

### Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice, including telephone or face to face counselling.

### Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

### Early Career Teachers (ECTs)

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop- in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

### Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** including regular monitoring, feedback and support.