**Bodycoats Road**

**Toynbee School**

**Chandlers Ford**

**Eastleigh**

**Hampshire**

**S053 2PL**

**Appointment**

**of**

**Examinations Officer**

**Contact Details:**

**Tel:** 023 80269026

**Email:** [recruitment@toynbee.hants.sch.uk](mailto:recruitment@toynbee.hants.sch.uk)

**Website:** www.toynbee.hants.sch.uk

**APPLICATION DETAILS**

Please find enclosed the following details:

* A Job Description
* School Details

An application form (teaching staff) is available to download from Toynbee School website. See link below:

[www.toynbee.hants.sch.uk/vacancies.php](http://www.toynbee.hants.sch.uk/vacancies.php)

**Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check

(previously CRB disclosure)

1. Employment History
2. Qualifications
3. Health
4. References

**Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

**Examinations and Data Officer – Job Description**

**Grade:** EHCC Scale E

The Examinations and Data Officer will be:

1. responsible to the Headteacher
2. responsible to the Senior Leadership Team
3. professionally related to colleagues within the school on a number of levels.

**Job Purpose:**

To be responsible for the administration, organisation and smooth running of all external and internal examinations.

To produce and communicate a range of statistical data concerning pupil progress to support and inform teaching staff.

**Duties and Responsibilities:**

1. To process student examination entries for all external examinations.
2. To produce and communicate examination timetables.
3. To co-ordinate invigilator cover and to ensure that examination rooms are properly set up and equipped.
4. To download, analyse and disseminate examination results as required.
5. To be the prime point of contact between the school and examination boards when queries or anomalies arise.
6. To carry out or oversee any additional administrative processes to ensure that internal and external examination arrangements run correctly and smoothly.
7. To create and maintain a range of data sets and statistics, producing analysis for a variety of recipients as required.
8. To produce individual student reports for parents’ evenings.
9. To collect and distribute student data collected from other sources, and to complete returns to the Local Authority and the DfE as required.
10. To coordinate the school duty rotas.
11. To undertake administration tasks, including covering of other administrative roles, to support the general day-to-day running of the school.
12. Any other duties as requested by the Headteacher, commensurate with the role.

**Person Specification: Examinations and Data Officer**

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| **Criteria** | **Essential (E) or**  **Desirable (D)** |
| ***Knowledge***   * GCSE Grade C in English and Maths, together with a relevant further qualification at NVQ level 3 (or equivalent) * Several years’ experience in a comparable administrative role, and demonstrable skills in data input and management * A broad understanding of the school examinations process * Experience of working with young people | **E**  **E**  **D**  **E** |
| ***Mental Skills***   * Ability to analyse and interpret information * Work planning ability | **E**  **E** |
| ***Interpersonal and Communication Skills***   * Ability to communicate information and ideas effectively to a range of audiences, through good written and oral communication skills | **E** |
| ***Physical Skills***   * Keyboard Skills | **E** |
| ***Initiative and Independence***   * Ability to work on own initiative and to organise and prioritise own workload | **E** |
| ***Responsibility for People***   * Understanding of key safeguarding issues and procedures | **D** |
| ***Responsibility for Physical Resources***   * Ability/experience in using relevant computer systems, specifically SIMS | **E** |

##### Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be an Exams and Data Officer at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become “outstanding”. We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils’ aspirations and dreams for their future are the central focus of our work here.  We believe that only through full participation in school life can our pupils become the most incredible person they can be.  We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra -curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils’ talents to be recognised.  We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

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Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person.   None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden

Headteacher