



Candidate Pack
Exams officer



Co-op Academy
Belle Vue

Welcome from the Principal

Thank you for your interest in applying for the role of Exams officer at Co-op Academy Belle Vue.

An uplifting day at Co-op Academy Belle Vue. Staff are crafting intentional culture of high expectations and warmth. Highest praise from a student 'I just feel better, emotionally, when I am here.'

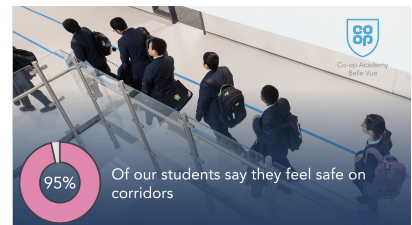
Philippa Sadgrove, Director of Behaviour & Attendance Co-op Academies Trust

You can find our March 2024 Ofsted Report [here](#).

Pupils flourish at Academy Belle Vue. They are nurtured and cared for in a warm and positive climate. The strong behaviour systems and daily routines help pupils to settle into school well. Pupils feel safe and privileged to be part of such a welcoming community.

Outstanding Provider Ofsted 2024

Are you passionate, experienced and looking for a new challenge? Do you want to join an academy with exemplary behaviour, allowing you to focus on celebrating the success of the academy. Do you want to be part of a dynamic team in a growing secondary academy that is dedicated to providing outstanding education to its students? If so, then we have the perfect opportunity for you!



As Exams Officer at Co-op Academy Belle Vue, you will play a crucial role in ensuring the smooth and efficient running of all internal and external examinations. You will be instrumental in upholding the integrity of the examination process, while supporting students and staff to ensure the best possible outcomes for all.

This is a key role within our academy, requiring a high level of organisation, attention to detail, and the ability to manage multiple priorities. You will work closely with teaching staff, the senior

leadership team, invigilators, and examination boards to ensure that all exams are conducted in line with JCQ regulations and academy policies.

We are looking for a dedicated and proactive individual who is committed to supporting the success and wellbeing of our students.

To be successful in this role, you will need:

- A genuine commitment to supporting young people and helping them achieve their potential.
- Strong organisational and administrative skills, with experience of managing complex processes and systems.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with students, staff, and external agencies.
- A methodical and flexible approach to problem-solving, with the ability to remain calm under pressure.
- A good understanding of examination procedures, regulations and compliance (experience in a similar role is desirable).
- Confidence working independently as well as part of a wider team, and a willingness to adapt to changing priorities.

At Co-op Academy Belle Vue, we believe in nurturing ambition, responsibility and resilience in our students – and our staff play a key role in modelling these values every day.

In return for your commitment and dedication, we offer a competitive salary, ongoing professional development opportunities, and the chance to be part of a growing academy that is committed to excellence. This is an exciting opportunity to make a real difference in the lives of young people and to contribute to the development of a school that is poised for success.

If you believe you have the skills, experience, and passion to make a difference as our Examd officer, we would love to hear from you.

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust, and is built upon the shared values and 'ways of being' that underpin all Co-op Academies ; Be yourself, always - Do what matters most - Show you care - and Succeed together.

Co-op Academy Belle Vue offers something a little different from other schools, whether that be the structure of the day, our investment in technology, or our diverse and exciting 'electives programme'.

When we opened our doors to our first cohort of staff and students, we welcomed a new generation of Co-op pioneers, and together we have built something really special.

Our building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. As we join our new community we will continue to empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

We are a heavily oversubscribed start-up secondary academy with 720 students, we will welcome another intake of 240 students in September 2025 and we are on our way to becoming a leading educational establishment with a projected growth to 1200 students. We have been operating to an outstanding level and are committed to providing our students with the best possible education. We are the most popular school in East Manchester and on a very special journey.

Cooperation, community, ambition, achievement, respect, responsibility, endeavour, and enjoyment are all key elements in the role of leading personal development at Co-op Academy Belle Vue. The successful candidate will have the opportunity to work closely with the Academy's sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently.

This role offers a chance to work in a supportive and dynamic school environment, where you can make a real difference to the lives of our students. Co-op Academy Belle Vue is committed to providing an outstanding education and supportive environment for all students, and the new Exams officer will be a key member of the team working towards this goal.

If you are a proactive and organised individual with a passion for education, then this could be the perfect opportunity for you.

As part of the Co-op Academies Trust, we value cooperation, community, ambition, achievement, responsibility, respect, and enjoyment in all our endeavours. The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

Scott Fletcher
Principal

The deadline for applications is 12 noon on 28th April. Interviews to be held on the 12th May

Job Title : Exams officer

Salary / grade range	Salary: Grade 7 SCP 26-30 - 37 hours Term Time + 10 days Actual Salary - (£32,341 - £35,374) FTE - (£38,188 - £41,770) Start date: As soon as possible
Location	Co-op Academy Belle Vue
Reports to	Vice Principal - Data, Assessment & Outcomes
Responsible for	Exam invigilators

Purpose of role

The Examinations Manager / BTEC Quality Nominee is responsible for the:

- Administration and organisation of all aspects of internal and external exams
- Management of exam invigilators and agency invigilation staff
- Management of Exams Assistant and input to performance management
- Ensure that the regulations laid down by the awarding bodies are adhered to
- Administration and organisation of BTEC qualifications including external units
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Day to Day Responsibilities

- Liaising with all staff, e.g. Heads of Department regarding entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- The postholder will be expected to take decisions on a day to day basis to ensure that examination deadlines and other requirements are met (e.g. safe storage of papers, sufficient and complete number and type of papers are available, issuing and return of papers, the secure despatch of papers). The postholder will prioritise workload on a daily basis and to take decisions on the use of appropriate analytical techniques, reports and format of data.
- Organising the examination rooms, in accordance with regulations.

- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching worked scripts in accordance with the regulations.
- Arranging invigilation, including briefing and training invigilators in school procedures.
- Management and training of Exams Assistant to a standard that would allow them to take over the running of exams for a short period of time.
- Input to Exams Assistant performance management process.
- Writing and updating of relevant examination policies
- Assisting the Head of Languages with the running and administration of additional language exams.
- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
- Producing analyses of examination results as soon as practicable.
- Providing statistics on examination entries and results for the Principal, senior management team, governors, LA, DfE, etc.
- Checking DfE and other examination statistics before publication.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of retakes etc. are reimbursed by candidates/departments, as appropriate.
- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Liaising with the National Assessment Agency and Examinations Officers Association as appropriate.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding bodies and other INSET training meetings, etc. and keeping up to date with the latest procedures and regulations for external examinations.
- Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
- Assisting to develop data systems for departmental / cohort tracking subject to further training.
- Introducing tighter examination course approval processes to ensure issues around discounting and approved qualifications and exam boards approvals are addressed.
- Run the annual BTEC Quality Review Meetings. Complete the QRD documents in an accurate and timely manner, identify and produce evidence of compliance to ensure no blocks to the programme are received.
- Attend annual BTEC update training provided by the exam board.
- Ensure that all BTEC staff are aware of developments and new requirements to ensure the continued ability to offer BTEC Qualifications
- Any other reasonable duties as commensurate with the grading of the Post.

Managing staff and finances

Where appropriate:

- Be responsible for the management and supervision of invigilators
- Be responsible for the management and supervision of exams assistant
- Be responsible for the development and overseeing of the examinations budget.

CPD

- Undergo training to develop and maintain the knowledge and skills, through at least annual update, required to carry out the role.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

Other

- The postholder will be expected to have a good knowledge of national policy and the Trust / school's policies and procedures
- The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• Competent numeracy and literacy skills both spoken and written• GCSE Grade C or above in Maths and English, or equivalent		(A) (A)

<ul style="list-style-type: none"> • Confidentiality. • Report writing skills. 		A/ I A/ I
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Attention to detail and professional pride. • Commitment to the school's policies and ethos • Commitment to Continuing Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes. • Flexibility. • Confidence when dealing with agencies, attending meetings and clear communication skills. • Displays commitment to the protection and safeguarding of children and young people. 		A/ I A/ I A/ I A/ I A/ I A/ I A/ I A/ I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.