



**"Deo Reddite Dei"**

"Give back to God what belongs to God"

March 2023

Dear Applicant,

## Examinations Officer: Application Pack

Thank you for your interest in the position of Examinations Officer at St. John Fisher Catholic Comprehensive School. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to work here and whether our school is the best place for you to further your development and career.

- External Advertisement
- Job Description
- Our History
- Mission Statement
- How to Apply

The following important documents are also available on our website:

- School Prospectus [https://stjohnfisher.school/wp-content/uploads/PDF/KS3\\_CURRICULUM/sjf\\_KS3\\_16-Propectus-2018-web.pdf](https://stjohnfisher.school/wp-content/uploads/PDF/KS3_CURRICULUM/sjf_KS3_16-Propectus-2018-web.pdf)
- Sixth Form Prospectus [https://stjohnfisher.school/wp-content/uploads/2019/11/SJF\\_SIXTHFORM\\_PROSPECTUS.pdf](https://stjohnfisher.school/wp-content/uploads/2019/11/SJF_SIXTHFORM_PROSPECTUS.pdf)
- Application Forms <https://stjohnfisher.school/home/about-us/vacancies/>

We look forward to receiving your completed application.

Yours faithfully,

Dympna Lennon  
Headteacher

**MRS D. LENNON**  
HEADTEACHER

**Upper Site** Ordnance Street,  
Chatham, Kent, ME4 6SG

**Lower Site** 79 Maidstone Road,  
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## External Advertisement: Required March/April 2023 Examinations Officer

### Medway Scale C2

37 hours per week 8am to 4pm (3.30pm Friday) inc. half hour lunch. Term time plus two weeks (to coincide with examination results weeks)

Salary Grade C2 Medway NJC points 12-25, £24,496 - £32,020 pro rata (£22,149 - £28,953 actual earnings)

We are looking for a passionate and committed individual to have responsibility for the coordination and administration of examinations. The successful candidate will be responsible for managing effective and efficient administration of internal and external exams in accordance with awarding body rules for exam administration in a secure and consistent manner. They must fully understand the need to successfully maintain the integrity of all examinations handled at St John Fisher Catholic Comprehensive School. A calm and methodical work ethic is essential as is the ability to work to and adhere to strict deadlines.

St. John Fisher Catholic Comprehensive School is a non-selective coeducational secondary school for students aged 11-18. We have recently moved to our brand new school site on City Way, Rochester. Our exams facility has been built for purpose and offer exceptional working areas for the successful candidate.

Our mission statement is that '*St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community*'. As a Catholic school, we are passionate about the formation of the whole student, making sure that we develop students into good people as well as ensure they get good results.

The school is in Medway, a 30-minute distance from London by road or high-speed rail link. Medway benefits from a multimillion-pound regeneration programme bringing new housing developments and facilities for its inhabitants; it also has the lowest council tax rates in Kent.

We are happy to offer visits and informal discussions of the role: please contact Ellie Fisher, Chief Operating Officer, at [e.fisher@stjohnfisher.school](mailto:e.fisher@stjohnfisher.school), for further information. We are open to agency contact.

Closing date for applications: Monday 20<sup>th</sup> March at 9am. Interviews will take place shortly after the closing date.

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# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

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*Shortlisted candidates only will be contacted for interview which will take place shortly after the deadline. St. John Fisher Catholic Comprehensive School is an Equal Opportunities Employer, committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.*

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## Job Description

- To manage all public and internal examinations throughout the school year, providing an effective and efficient service to staff and students
  - To liaise with Department Heads with regard to the relevant examination boards and syllabuses studied to examination level
  - To process all entries for examinations taken throughout the year
  - To be responsible for the electronic transmission of entries to exam boards, and the subsequent checking thereof
  - To liaise with the Heads of Department and SENCO with regard to Special Examination Arrangements
  - To provide timetables and invigilation timetables in advance of examination sessions, including mock exams and end of year exams, as well as all public exam seasons
  - To provide and present relevant exam information (e.g. results and coursework deadlines) to students and parents, including the organisation of results day and their own attendance at school on results day
  - To work efficiently on any queries, re-mark requests and missing marks following results day, including assisting students in clarification of grades and making contact with exam boards as necessary
  - To be responsible for the security of exam and test papers and to ensure the safe and efficient despatch of scripts and other materials to the examination boards, examiners and moderators
  - To plan and monitor expenditure from the exams budget and report accordingly
  - To organise exams invigilation including the sourcing of external invigilators where appropriate
- To undertake any other duties which are commensurate with the position of Examinations Officer.

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## Person Specification for Examinations Officer

### Essential Skills:

- To be able to work independently and show initiative when problem solving
- Good knowledge of examination boards and procedures
- To be able to supervise large numbers of students
- To be able to recruit, coordinate and train a team of invigilators
- To be able communicate effectively using good interpersonal skills with various stakeholders including exam boards, Senior Leadership Team, Lead Teachers, teachers, students, parents.
- Good level of education 5+ A\*-C grades GCSE with En/Ma and Level 3 qualifications or equivalent
- Excellent ICT skills: Word, Excel, E-mail, Internet
- Excellent knowledge of SIMS or ability to learn
- Ability to work independently
- Attention to detail and accuracy
- Meet deadlines
- Very organised
- Make decisions
- Take initiative
- Work under pressure

### Desirable Skills:

- Experience of working in a school environment
- Experience of use of exam board ICT software used for exam entry, downloading of results, appeals, amendments etc.
- Up to date knowledge of educational courses on offer in schools
- Good knowledge of SIMS Exams module

### Equal Opportunities

- Demonstrated commitment to translating equal opportunity policies into operational practice
- Awareness of equal opportunity issues and how they affect service delivery

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## Our History

St. John Fisher Catholic Comprehensive School has a proud history of educating our local Medway community. Established in 1964, we are the only Catholic secondary school in the local authority and the only secondary school operating across two sites. One of seven secondary modern schools in the area, we are a diverse community, proud to educate Catholic students as well as those of other faiths and none.

Our students often refer to us as their second family, and it is a great place to work as a teacher. Our community of staff is incredibly supportive of each other, and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them. We are passionate about work-life balance, finishing lessons early on a Wednesday afternoon so that CPD and meetings can largely take place during normal school hours, and we provide counselling services free of charge to those who need them. In addition, our feedback policy asks that staff read student books and then get the class to respond collectively in the next lesson in purple pen, rather than requiring that every set of books be deep marked on a frequent basis.

The school has been on a trajectory of improvement since the appointment of the Headteacher, Dymphna Lennon, in September 2016. This was recognised in our 'Good' Ofsted in May 2019, with inspectors commenting that 'standards across the school have improved since the last inspection' and 'Teaching, learning and assessment are strong across subjects.' Our August 2019 GCSE results were our best-ever and our A Level results were the second highest comprehensive school results in the local authority. SJF's sixth form offers a wide range of academic and vocational qualifications, further extended by our collaborations with local grammar schools. It has a comprehensive intake, ranging from students who are re-taking Level 2 qualifications all the way to those who are enrolled in our Oxbridge programme, helping students to reach the top universities.

SJF is the recipient of a multimillion-pound grant from the Department for Education's Priority Schools Building Programme which will be used to build new school facilities for our students so that they have the resources they deserve. We will move into our new school in Spring 2023.

SJF undoubtedly has a proud history, but we are even more excited about the future. We hope that you'll want to be part of it.

## Our Mission Statement

St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community.

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## How to Apply

To apply, please complete our application form, downloadable from our website <https://stjohnfisher.school/home/about-us/vacancies/>. As part of this application, please include a supporting statement of no more than 1300 words, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application form should be returned to:

Mrs. E. Liffen, Headteacher's PA  
St. John Fisher Catholic Comprehensive School  
Ordnance Street  
Chatham  
ME4 6SG

Or by email to [e.liffen@stjohnfisher.school](mailto:e.liffen@stjohnfisher.school)

Closing date for applications: Monday 20<sup>th</sup> March 2023 at 9am.

**We will arrange interviews for strong candidates as soon as we receive applications.**

*Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found. Interviews will take place shortly after the closing date. If you have any questions, please contact Ellie Fisher, Chief Operating Officer, at [e.fisher@stjohnfisher.school](mailto:e.fisher@stjohnfisher.school).*

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