



# QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



## Information Pack

Examinations Officer

November 2020

Queen Mary's Grammar School  
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THE MERCIAN | TRUST

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# Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

# About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In November 2008, it was recognised as 'Outstanding' by Ofsted.

There are currently 1200 pupils on roll, including 440 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2019, 76% of GCSE grades were 7-9 (A\*/A) and 62% of A Level grades were A\*, A or B. Our value added scores place the school top in the borough, with a Progress 8 score of +0.76 in 2019. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past year, we completed projects to add additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's new book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

# The role

<b>Job Title:</b>	<b>Examinations Officer – From January 2021</b>
<b>Grade / Salary:</b>	<b>NJC 15-23 (FTE £23,541 - £27,741)</b> <b>Actual salary: £21,435 – £25,259</b>
<b>Hours:</b>	Full-Time (37 hours)  The post holder is required to work 3 weeks of the Summer holiday period during exam results weeks for GCSE and A levels and the week leading up to the start of the next academic year.  Some additional working hours outside of normal agreed hours may be required from time to time to support examinations.
<b>Purpose of Job:</b>	To manage the administration, organisation and smooth running of all internal and external examinations
<b>Reporting to:</b>	Data and Administration Manager

## Main Duties and Responsibilities of the Role:

- Responsibility for the administration and organisation of both public and internal examinations including rooming, timetabling, deployment and management of invigilators, dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary.
- Submission of examination registrations, entries, forecast grades and Non-Examined Assessments for external exams to the awarding bodies for all public exams
- Manage the daily running of external examinations and the organisation of practical exams, including ensuring the examination materials are in place for the start of the examination; are collected after the examination and dispatched in accordance with the appropriate regulations
- Preparation and organisation of examination materials, including managing the secure receipt and storage of examination papers in line with JCQ regulations.
- Remedy any examination clashes and make appropriate provisions for students within JCQ guidelines.
- Maintain effective communication with Exam Board personnel, school staff, students and parents ensuring all queries and appeals are dealt with efficiently to meet required deadlines.
- Recruitment, management and training of the examination invigilation team. Allocation of invigilation sessions and responsibilities. Processing of payments to invigilators. Liaising between DSL and invigilation team over safeguarding requirements

### **Job Description:**

- Liaise with Heads of Departments with regards to the relevant examination boards and syllabuses studied to examination level. To establish the number of entries at each tier and to process entries and NEA marks, submitting entries in order that examination boards receive correct student entries on time.
- To manage all submissions for 'special considerations' to the relevant Examination Boards.
- The publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes.
- Monitor exam attendance and take appropriate action in liaison with pastoral support/Heads of Departments/SLT
- Work with the SENDCO to ensure that all students are provided with the appropriate access arrangements for public and internal examinations, ensuring they are implemented in line with JCQ guidelines
- Manage 'external applicants' for public examinations.
- Manage JCQ inspections and ensure that all policies and procedures are kept up to date.
- Collate and submit required information for the controlled NEA's as required to efficiently meet required deadlines.
- Arrange MIDYIS / YELLIS / ALIS on-line testing for Years 7, 10 and 12
- Arrange for MFL speaking assessments, including where these are to take place at another centre
- Be responsible for making entries for the EPQ qualification.
- Liaise with other schools in the Mercian Trust over timetabling of internal exams, where necessary
- Access results of external examinations from the relevant boards on results days
- Ensure that all information for public and internal examinations is available via the school website.
- Issue to all students taking exams: candidate numbers, all JCQ regulations and the schools expectations of them, together with their examination timetable.
- Collate and distribute statements of entry to students and exam timetables
- The administration and management of all entries to Oxbridge, Entrance and Aptitude tests.
- Organise and staff the November admission tests.
- Management of the post-results examinations service and delegating where appropriate to the Exams Assistant.
- Keep staff aware of all deadlines regarding entries and re-takes.
- Responsible for operating cost effectively within an examination budget. Responsible for managing budget expenditure and authorising spend within budget provision.
- Liaise with relevant staff about arrangements that need to be made for furniture set up in the Main School Hall, the Sports Hall and/or other examination rooms
- Review relevant examination policies for the school so that the examination system, rules and regulations set by the awarding bodies and JCQ are clear to all members of staff in the school.
- Ensure confidentiality of all data and records.
- Plan own work to ensure objectives and deadlines are met.
- Ensure all room changes are booked using the school system and staff and pupils notified accordingly, especially liaising with the Cover Manager where appropriate
- Support the Admissions Office in the logistics of the school entrance exam day

### **General Responsibilities:**

To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

**This includes:**

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in and leading on enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community, for example accompanying school trips, or becoming a First Aider and / or Fire Warden;
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team to ensure the smooth running of the school

**Other requirements:**

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded.

### **Person Specification:**

#### Personal Qualities and Professional Relationships:

- To have a positive and self-motivated approach to work, able to work autonomously and as part of a team;
- To be flexible and approachable;
- To be resilient and calm under pressure, working confidently within restricted timescales, prioritising where there are conflicting demands
- To have excellent organisation, planning and time management skills;
- To demonstrate a flexible approach to work and changing priorities;
- Possess a commitment to continuous self-development
- To be able to work in a supportive and patient manner with all pupils and colleagues;
- To engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To maintain professionalism, dealing with situations tactfully and maintaining confidentiality

#### Skills:

- To have excellent ICT and data management skills, especially using Excel spreadsheets;
- To have a good working knowledge of SIMS examinations module or equivalent
- To have outstanding communication skills and literacy, both oral and written;
- To have experience of communicating with people at all levels across an organisation
- To interpret exam board and JCQ regulations and policies

#### Operational experience:

- Previous professional experience of working in a school setting or other relevant experience;
- To have experience of working with and supporting young people;
- To have experience of working in an Examinations Office;
- To have experience of dealing with exam boards and JCQ;
- To have experience of using management information systems and/or online systems.

#### Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment, its ethos and its priorities



# The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

**We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.**

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School.

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

# Location

Queen Mary's Grammar School, Sutton Road, Walsall, WS1 2PG

Tel: 01922 720696

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

## Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota to discuss the role in further depth, [s-sahota@qmgs.walsall.sch.uk](mailto:s-sahota@qmgs.walsall.sch.uk)

**Closing date: Thursday 3<sup>rd</sup> December 2020 at 9am**

**Interviews: W/B Monday 14<sup>th</sup> December**

*Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*Safeguarding and Safer Recruitment Policies can be found on our website.*