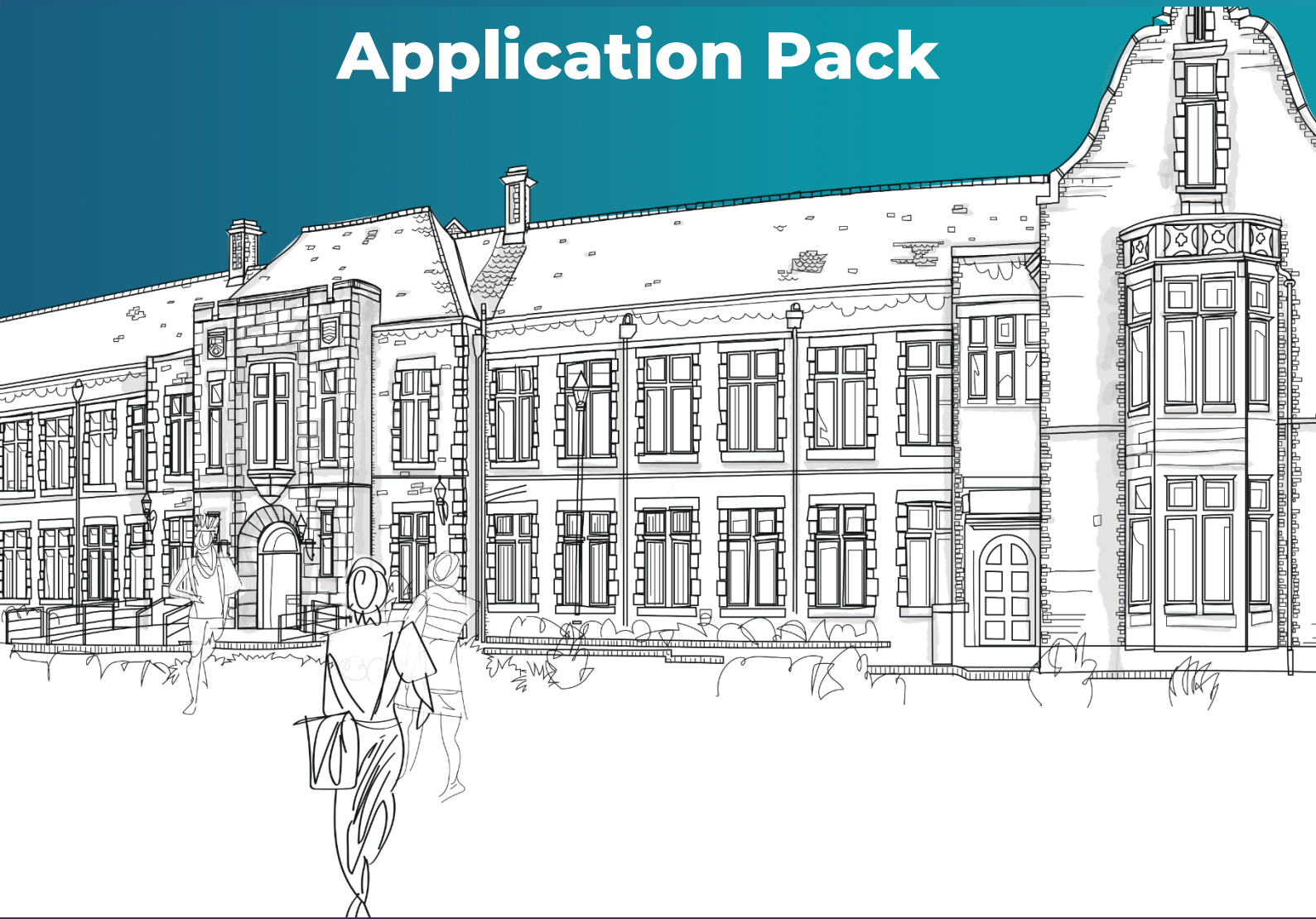


MONOUX SIXTH FORM COLLEGE

Exams Officer Application Pack





WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

The main purpose of the job is to plan, administer and organise the annual exam cycle, to deliver all examinations, both internal and public, in accordance with the regulations laid down by the awarding bodies, and in college policies and procedures. To include GCE A Level, GCSE, BTEC, T-Levels, other equivalent external exam qualifications. You will submit examination entries and generate schedules, make provision for students requiring special arrangements and for clash candidates, invoice chargeable entries and manage the distribution of results and certificates. You will also provide training both for invigilators and teaching staff as well produce summaries of examination entries and results on a periodic basis.

The successful candidate will have the following:

- Experience of examination entry software and procedures
- Excellent interpersonal and communication skills
- The ability to handle and input sensitive data with a high degree of accuracy
- Initiative, flexibility, reliability and good time management skills

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Wednesday, 2nd July 2025 – 10am

Interview Date: Wednesday, 9th July 2025

Start Date: Monday 18th August 2025

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

| | |
|----------------------------------|--|
| JOB TITLE: | Exams Officer |
| REPORTING TO: | Exams Manager |
| SALARY: | Scale 5/6 £30,784 – £36,188 per annum inclusive of Outer London Weighting Allowance, dependant on experience |
| HOURS: | 36 Hours per week, All year round (52 Weeks per year) |
| ANNUAL LEAVE ENTITLEMENT: | 25 days (plus 8 bank holiday and 2 statutory days) |

Purpose of the job

- Oversee the administration of external and internal exams, ensuring compliance with the JCQ regulations and awarding body requirements.
- Act as the primary contact for exam-related matters and liaise with stakeholders to meet deadlines.
- Support Examinations Manager in preventing malpractice and ensuring assessment integrity.

Main duties and responsibilities

During examination season

- Deploy trained invigilators and manage emergency access arrangements.
- Maintain script security, manage malpractice investigations, and handle special considerations.
- Manage the storage and dispatch of exam scripts.
- Proactively inform students about any changes or updates regarding their exams.
- Assist in setting up exam venues following examination board regulations.
- Ensure all required materials, like answer booklets, are present and accurate.
- Manage the examination conduct in line with JCQ regulations or other relevant bodies.
- Handle emergency access arrangements when needed.
- Guarantee the confidentiality and secure dispatch of candidates' responses.
- Report any irregularities during exams to the Exams Manager.
- Actively support cooperation with Exams inspectors.

Outside examination season

- Develop systems to streamline exam administration.
- Stay updated with qualification assessments and JCQ/awarding body regulations.
- Manage online tools and ensure stakeholders have the appropriate access.
- Create an annual exam plan and communicate internal deadlines.
- Safely handle examination materials and ensure compliance with inspections and policy updates.
- Register candidates, monitor entries, and manage data using IT systems.
- Recruit and train invigilators; manage exam schedules, rooms, and resources.
- Resolve exam timetable clashes and ensure candidates are aware of exam regulations.
- Inform candidates about result processes and manage the release of results.
- Utilise IT systems for results management and administer post-result services.
- Manage exam certificates as per regulations.

Other

- Inventory management of examination materials and stationery.
- Participate in training and development sessions to enhance knowledge and skills related to exam administration.
- Perform other relevant duties as directed by senior leadership

General Responsibilities

- ☐ **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- ☐ **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.

PERSON SPECIFICATION

| Attributes | ESSENTIAL/DESIRABLE | Assessed by: Application (A) Interview (I) Test (T) |
|---|---------------------|--|
| Qualifications | | |
| <ul style="list-style-type: none"> Level 3 | D | A |
| Experience | | |
| <ul style="list-style-type: none"> Working in an administration environment | D | A/I/R |
| <ul style="list-style-type: none"> Working in a school/college environment | D | A/I/R |
| <ul style="list-style-type: none"> Managing the examination process | D | A/I/R |
| <ul style="list-style-type: none"> Managing own workload | E | A/I/T |
| <ul style="list-style-type: none"> Supervise staff | D | A/I |
| <ul style="list-style-type: none"> Completing tasks to deadlines | E | A/I/T |
| <ul style="list-style-type: none"> Working on several different projects/areas at the sametime | E | A/I/T |
| <ul style="list-style-type: none"> Dealing with confidential matters | E | A/I |
| <ul style="list-style-type: none"> Using a management information system (MIS) within an educational setting or equivalent | D | A/I |
| <ul style="list-style-type: none"> Using online tools | D | A/I/T |
| <ul style="list-style-type: none"> Working with databases and managing data input | D | A/I/T |
| <ul style="list-style-type: none"> Complying with the requirements of regulatory bodies | E | A/I |
| Skills and abilities | | |
| <ul style="list-style-type: none"> Manage and maintain the integrity and confidentiality of the exams system | E | A/I |
| <ul style="list-style-type: none"> Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills) | E | A/I/T |
| <ul style="list-style-type: none"> Interact with others in a positive way (Effective interpersonal skills working with | E | A/R |

| | | |
|---|----------------------------|--|
| a range of internal and external stakeholders) | | |
| <ul style="list-style-type: none"> Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines | E | A/I |
| <ul style="list-style-type: none"> Work with a high degree of accuracy | E | A/I/T |
| Attributes | ESSENTIAL/DESIRABLE | Assessed by: Application (A) Interview (I) Test (T) |
| <ul style="list-style-type: none"> Work well under pressure | E | A/I/T |
| <ul style="list-style-type: none"> Work flexibly | E | A/I |
| <ul style="list-style-type: none"> Work without close supervision | E | A/I |
| <ul style="list-style-type: none"> Work well both as part of a team and independently, demonstrating initiative (Regularly review own (and team's) work and take the initiative to suggest ideas to make improvements) | E | A/I/T |
| <ul style="list-style-type: none"> Follow relevant policies, procedures and regulation to complete work | E | A/I |
| <ul style="list-style-type: none"> Adapt quickly to changes to regulations and processes | E | A/I |
| <ul style="list-style-type: none"> Deal with enquiries in a professional and sensitive manner | E | A/I |
| <ul style="list-style-type: none"> Handle challenging conversations with confidence and sensitivity | E | A/I |
| <ul style="list-style-type: none"> Aware of qualifications contributing to performance tables (school and/or college performance measures) | D | A/I |
| <ul style="list-style-type: none"> Commit to safeguarding and promoting the welfare of young people | E | A/I |
| <ul style="list-style-type: none"> Undertake relevant training and development opportunities | E | A/I |
| Knowledge and Understanding | | |
| <ul style="list-style-type: none"> Proficient in the use of a range of MS Office Suite – Word, Excel, Access | E | A/I/T |
| <ul style="list-style-type: none"> An understanding of student safeguarding | D | A/I |
| <ul style="list-style-type: none"> Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection | E | A/I |

| | | |
|--|---|-----|
| Regulation(GDPR) | | |
| <ul style="list-style-type: none"> Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent | D | A/I |
| <ul style="list-style-type: none"> Aware of current developments in the secondary school/college curriculum and examination systems | D | A/I |
| Personal Attributes | | |
| <ul style="list-style-type: none"> Honesty & Integrity | E | |
| <ul style="list-style-type: none"> Ability to think on your feet | E | |
| <ul style="list-style-type: none"> Calmness under pressure | E | |
| <ul style="list-style-type: none"> Highly motivated and proactive | E | |

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity / Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purpose working environments



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.