



**Campus Exam Manager**

**Stoke Damerel Community College & Scott  
Medical & Healthcare College**

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## Introduction

Thank you for your interest in the post of Campus Exam Manager at Stoke Damerel Community College & Scott Medical and Healthcare College

This is a unique and exciting opportunity to join our campus and further contribute to the life chances of young people in the school and across the Trust.

The Stoke Damerel/Scott College campus is based in the heart of the city centre of Plymouth with stunning view of the Plymouth Sound and easy walking distance of the most accessible city waterfront

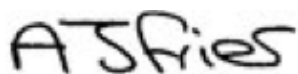
Stoke Damerel Community College and Scott College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth.

Working at Stoke Damerel and Scott College we are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Anita Frier

Headteacher: Stoke Damerel Community College and Scott Medical and Healthcare College

## Greenshaw Learning Trust – About Us

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 16,750 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

## Our Vision

The vision for our campus is that we have high expectations and aspirations for all our students. Working at Stoke Damerel and Scott College you can expect the following:

- Highly visible and supportive leadership team
- Disruption free learning in all classrooms
- Hard working students
- Centralised planning and resources
- Centralised homework checked daily
- Centralised detentions
- A clear feed forward policy, incorporating live marking and whole class feed forward only
- Consistent lesson structure based on the Rosenshine principles
- Weekly, high quality CPD sessions focused on practice in the classroom
- Clear daily routines (Standard Operating Procedures – our SOPs) that all staff follow regardless of role
- Every teacher desk includes visualiser and use of two computer screens
- Subject experts working together within a collaborative trust
- Commitment to personal developmental drop-in every 3 weeks
- No report writing
- No hours of marking
- No individual lesson planning
- No graded lesson observations
- No excessive data collection



### **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

### **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- My Health discounts

## Terms and conditions

**Line Managed by:** Senior Leader

**Line Management:** N/A

**Contract:** Permanent

**Salary:** Salary calculated in line with NJC Grade F, Pay scale, Points 22 – 25  
**£29,439 – £32,020 fte, per annum. Actual Salary £22,940 - £24,951 per annum.**  
(Starting point and salary will be determined on appointment, subject to experience)

**Hours of Work:** 32.5 hours per week x 40 weeks per year. Working during the A-level and GCSE result days is non-negotiable. Start time and finish time each day is negotiable but based around the exam timetable.

**Place of Work:** Based in Stoke Damerel Community College Campus.

**Medical Examination:** The appointment is subject to a satisfactory medical report.

**Superannuation:** Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

**Holiday Entitlement:** The annual holiday entitlement is 24 days plus 2 extra-statutory days. This is a term time only appointment therefore your annual leave entitlement is paid within your annual salary.

**Probation Period:** New employees are required to complete a six-month probationary period.

**Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

**Right to Work Check:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

### **Job Description – Campus Exam Manager**

To ensure the smooth running of all the public and internal exams. To be able to work well under pressure in a very busy environment and be reliable, self-motivated and flexible with your working hours in order to accommodate some early starts and late finishes during the exam's sessions.

At times the position is quite physically demanding, involving handling heavy boxes, unpacking packets of scripts and making up exam bags. Work during the A-level & GCSE result days is non-negotiable.

### **Main duties and responsibilities**

#### **Accountabilities**

- To lead and manage the exams team across the campus
- To ensure that the Colleges are compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations and assessments at all times
- To be the named examinations officer for Stoke Damerel Community College
- To work with the senior leader on the coordination of internal examinations
- To coordinate all examination entries
- To liaise with invigilators regarding availability
- To organise processing of Invigilators' timesheets & internal recording system
- To undertake data inputting, including preparing registers for school exams, booking rooms and study areas as required
- To set up exams rooms and ensure they are equipped with stationary boxes
- To unpack and log scripts as required
- To download examination results and collate certificates for results days
- To invigilate internal and public exams
- To undergo CPD both locally, within the Trust and with exam boards as required
- To carry out any such duties as may be reasonably requested

#### **Trust Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation

These responsibilities may be varied from time to time to meet the changing needs of the college.

#### **Standards**

Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

#### **Personal Development**

Participate in a programme of CPD

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> In their application, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>Strong academic record, including English and Maths at Grade C, 4/5 or equivalent</li> <li>Excellent IT skills, including knowledge of Google Workspace or Microsoft Office</li> <li>Previous experience working in a school environment</li> <li>Exam / Invigilation experience</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>
Criteria	Essential	Desirable
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>Ability to lead and work in a team and as an individual</li> <li>Good verbal and written communication skills</li> <li>Good level of computer literacy with the ability/potential to analyse and use data</li> <li>Ability to organise work, prioritise tasks and manage time effectively</li> <li>Ability to maintain confidentiality at all times</li> <li>Commitment to participate in development and training opportunities</li> <li>Ability to be flexible and supportive to colleagues</li> <li>Resilience, tact and diplomacy, even when under pressure</li> <li>Be personable and set a good example to colleagues and students</li> <li>Ability to work to strict deadlines</li> <li>Good problem-solving skills</li> </ul>	



	<ul style="list-style-type: none"><li>• Accustomed to working collaboratively within a busy office environment</li><li>• Flexible with working hours</li><li>• Excellent attention to detail</li><li>• High levels of personal presentation</li><li>• Highly flexible, ability to multi-task and determination to overcome barriers</li></ul>	
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## Application Process

### Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies)

The recruitment process is managed via your online account, and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later **midnight on Monday 5<sup>th</sup> June 2023**

Candidates are advised to submit their applications as soon as possible as GLT reserve the right to close the advert at any time should we have received sufficient applications.

### Shortlisting

Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent is provided.

### Interview Process

Interview date is to be confirmed. Applicants may be asked to undertake a practical or observational task related to the knowledge and abilities in the Person Specification.

### Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews

### Additional information

For further information, please contact the Plymouth HR team via email: [hr@sdcc.net](mailto:hr@sdcc.net)

### Taking up post

The successful candidate will take up the post from 1st September 2023

***GLT is committed to safeguarding and promoting the welfare of children and young people therefore, this appointment will be subject to vetting, including an enhanced DBS check and a barred list check.***