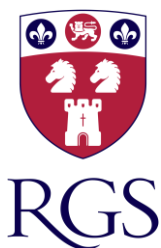




**EXAMS
ADMINISTRATOR
JOB
INFORMATION**



RGS



EXAMS ADMINISTRATOR

Newcastle upon Tyne Royal Grammar School

To start after the Easter holiday

THE POSITION

We have a rare opportunity for someone to join us as our Exams Administrator. Working under the Head of Exams (a highly experienced senior teacher) this is a critical role in this high-achieving school. The Exams Administrator is responsible for all the admin that goes with ensuring that our students' public and internal exams systems run smoothly and that students are awarded the grades they have achieved.

RGS is a vibrant school, you will need to be able to work flexibly and show a good use of initiative. Experience of working in a school is desirable but not essential.

The workload of the Exams Office is not even through the year, with busier times around the main exams season. Therefore, you will also be required to contribute to the work of the administration team in the main school office. Examples of other functions that the main school office administration team are involved with include: Admissions, Communications & Development, Compliance, HR, Finance, Reception Duties and admin support to the Senior Leadership Team

The position arises due to the retirement of Judith Pringle, our current Exams Administrator after 13 years in the role.

THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships. In December 2020, we were named as the North East Independent School of the Decade by the Sunday Times.

RGS has grown substantially in recent years. There are now some 1,320 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.

PRINCIPLE DUTIES

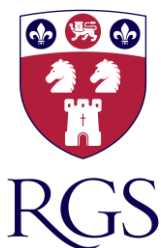
This is a critical position in the school. The following list is not exhaustive but is a guideline as to the main requirements of the role.

- Provide administrative support to the Head of Exams or all aspects of the examination process, for both public and internal examinations
- Processing and submitting examination entries
- Organisation of all examinations
- Arrangements for invigilation

Job description: Exams Administrator

Deadline: 9am Monday 1st March 2021

Contact: Senior Deputy Head, Tom Keenan, t.keenan@rgs.newcastle.sch.uk



- Checking and certifying invoices for examination fees
- Working with the Learning Support Department in making arrangements for access to exams for students with specific requirements
- Co-ordinating Special Consideration requests and making applications to exam boards
- Managing the safe receipt, secure storage, distribution and posting of exam papers in line with regulations
- Administration of results and post results enquiries
- In the absence of the Head of Examinations, starting and finishing exams in line with regulations; managing invigilators and being first point of contact for any issues arising from exams.
- Annual review and update of all examination related policies and procedures in line with regulations

QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Previous experience in a similar role is desirable, but not essential. We expect the successful person will be able to shadow the current Exams Administrator through the summer term and into the results period in August. Crucially, the right individual will be willing to learn, be enthusiastic and make the job their own in a way that ensures an efficient and effective service is delivered at all times.

The Exams Administrator should demonstrate the following qualities:

- A background of administration, preferably, although not essential in education.
- A critical eye for detail and the minutiae in processes
- Self-motivation and experience of working effectively as part of a team and independently.
- Excellent inter-personal skills, including the ability to present information clearly and communicate in an effective manner with staff, students, parents and external agencies such as examination boards.
- Understanding the need for handling personal data in confidence and for tight security with regard to examination papers and scripts.
- The ability to multi-task and work to achieve tight and ever-changing deadlines – to remain professional at all times.
- The ability to prioritise activities and produce accurate work to tight timescales
- A willingness to be flexible and adapt to changing circumstances and demands both in the short term (such as during public examination periods) and longer term (for example, to deal with any changes in arrangements for examinations)
- Commitment to continued learning, taking responsibility for own CPD.
- Willingness to network with the Exams Officer community in the region and nationally, attending meetings offsite as appropriate
- Practical and logical; able to solve problems quickly.
- A positive, proactive and forward thinking manner, with a 'can do' attitude.
- Excellent IT skills including Microsoft Word and Excel as well as experience of using a database.
- A commitment to supporting the successful education and development of young people in an independent school.

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MAIN TERMS AND CONDITIONS

- Start date: as soon as possible after the Easter holidays.
- Working hours will be full time basis through the year. A full working day is 7.5 hours per day, from 8.30am to 4.30pm with 30 minutes for lunch.
- The salary for this post will be up to £27,000 FTE on the RGS Support Staff Salary Scale depending on experience and qualifications.
- Paid holiday entitlement will be 31 days and will be incorporated into monthly salary.
- During school term time, members of the RGS Support Staff are provided with a free lunch in the school Dining Hall.
- The school will be required to auto-enrol the Exams Administrator into the RGS Support Staff Pension Scheme. Details of the scheme will be provided on appointment.
- The Exams Administrator will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- All RGS staff are required to work in accordance with the school's health and safety policy, a copy of which will be made available.

LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery, and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants. If you like sport then there's certainly no shortage of top class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

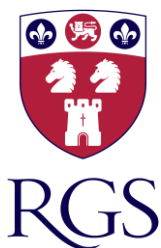


The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want. There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!



HOW TO APPLY

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to jobs@rgs.newcastle.sch.uk.

Please read the Information for Applicants with particular care before applying. And please note that the RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted CV provides a continuous record of education and employment from age 16;
- provision of two satisfactory references, at least one of which must be from the applicant's current or most recent employer;
- completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination;
- evidence or other verification of your qualifications;
- a satisfactory Enhanced Disclosure Report from the DBS.

Interviews will be held shortly after the closing date. We will hope to make the appointment on the day, offering the post and gaining acceptance, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working at the RGS. Potential candidates are welcome to come and visit the school.

If you have any queries please do not hesitate to email or to call the Senior Deputy Head, Tom Keenan, on 0191 281 5711, t.keenan@rgs.newcastle.sch.uk.

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

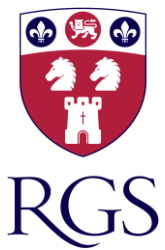
Safer recruitment

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. You must declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

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CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

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