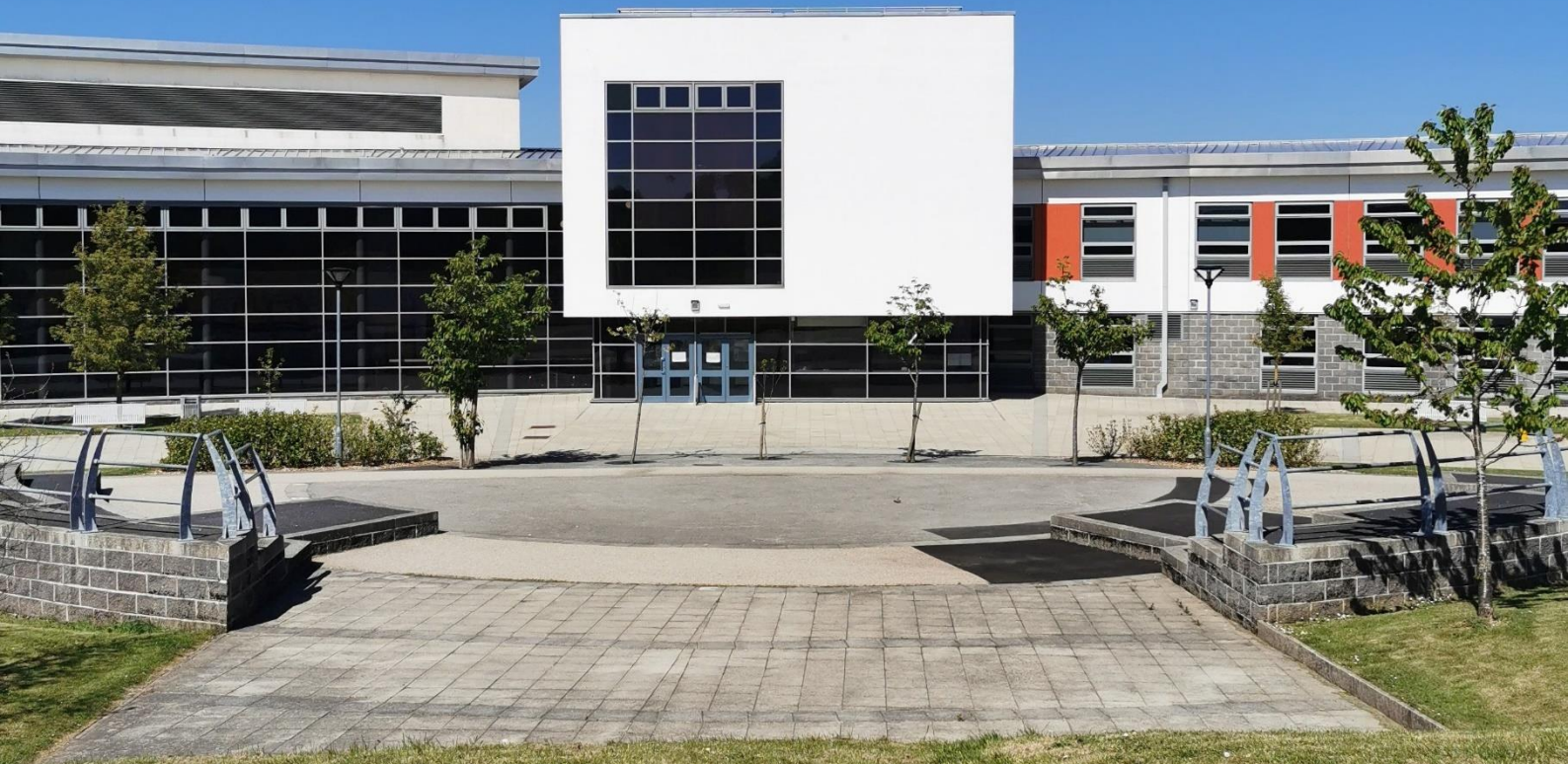




PENDLE COMMUNITY HIGH SCHOOL & COLLEGE



APPLICATION PACK

WWW.PCHS.LANCS.SCH.UK

APPLICATION PACK – EXAMINATIONS 2

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 162 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

Dear Candidate,

Thank you for requesting more information about the vacancy of **Examinations 2** at Pendle Community High School & College (PCHSC). At PCHSC our core values are at the HEART of everything we do:

Honesty

Embrace diversity

Ambition

Respect

Togetherness

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to School Wellbeing package & Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Term time only working (*pay pro rata to reflect this*)

For more information about our school & college, please visit our website www.pchs.lancs.sch.uk.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Please complete the application form enclosed and submit electronically to Debbie Saxton, HR Administrator, via email at dsaxton@pchs.lancs.sch.uk.

We wish you all the best with your application.



D Grogan, Head Teacher.

EXAMINATIONS 2 – JOB DESCRIPTION

JOB TITLE:	Examinations 2 part-time (2 days)
GRADE:	Grade 6
CAR USER:	N/A
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	SLT
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE:	The main objectives to be achieved by the Post holder
To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.	
MAIN ACTIVITIES:	What the post holder will actually do. What prescribed duties the post holder will have
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken 2. Ensure any annual updates to all related policies are prepared and changes highlighted for SLT to check and for Governors to approve. 3. Liaise with staff/Heads of Department re pupil examination entries 4. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results or other issues. 5. Complete examination entries and securely store and send completed examination papers to external examination boards 6. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements 7. Organise the school's external/internal invigilators, including training and ensuring up-to-date information is provided to them 8. Manage arrangements for internal examinations including access arrangements for Entry Level accreditation. 9. Support the process of internal and external moderation/ internal verifier. 10. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery 11. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere 12. Provide data and analysis on examination entries and results <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Supervise other staff involved in examinations 2. Undertake examination invigilation 3. Manage the examinations budget and recover monies from candidates or absentees 4. Liaise with FE Colleges. 5. Undertake any other administrative tasks as directed by SLT/ named Exams Officer <p>Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time. (Examinations 1 job description) e.g.</p> <ol style="list-style-type: none"> 1. Input and update entries data onto the school's MIS or equivalent. 2. Check and collate results certificates and distribute examination results to pupils and staff. 3. Issue and collect forms/checklists to/from teaching staff for collation of information regarding estimated and actual examinations entries and update MIS or equivalent 	

Additional supporting information – specific to this post.

- **The individual with this role must be in attendance on results day to administer the results. (approx. Thursday on the 3rd week in August e.g. 21st August))**

Indicative knowledge, skills and experience

- Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations equivalent to national qualifications at level 4.
- GCSE English and Maths passes or equivalent
- Full knowledge and understanding of all exam procedures and policies.
- Full knowledge and up to date training for invigilation

Prepared by:	EPR Team / Head teacher	10/03/2025
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

AGREED BY:	Head Teacher March 2025
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EXAMINATIONS 2 – PERSON SPECIFICATION

REQUIREMENTS (based on the job description)	Essential (E) or Desirable (D)	Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details)
To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.		
QUALIFICATIONS		
GCSE English and Maths passes (Grade C/4) or equivalent	E	A
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable	D	A
EXPERIENCE		
Extended experience or the ability to demonstrate the competence to undertake the role.	E	A/R/I
Experience of working in a fast-paced office environment	E	A/R/I
Experience in working in a school	D	A/I
KNOWLEDGE, SKILLS & ABILITIES		
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations equivalent to national qualifications at level 4.	E	A/R/I
Working knowledge of the practices, processes and procedures relevant to the role.	E	A/R/I
Developed skills appropriate to the job discipline	E	A/R/I
Completion of work to required standards, deadlines and timescales.	E	A/R/I
Full knowledge and understanding of all exam procedures and policies.	E	A/R/I
Full knowledge and up to date training for invigilation	E	A/R/I
OTHER (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance at work	E	R
Commitment to the inclusion of all children	E	I
Commitment to health & safety	E	A,I
Note: We will always consider your references before confirming a job offer in writing		
AGREED BY:	Head Teacher March 2025	
CLOSING DATE:	Friday 28 th March 2025 at 12 noon	
SHORTLISTING DATE:	Friday 28 th March 2025	
PROPOSED INTERVIEW DATE:	Friday 4 th April 2025	