



**Maharishi
School**
CONSCIOUSNESS-BASED EDUCATION

September 2024



**Business Support and Examinations Officer
Recruitment**



**Maharishi
School**
CONSCIOUSNESS-BASED EDUCATION

Cobbs Brow Lane
Lathom, Ormskirk
L40 6JJ

Web: maharishischool.com
Tel: 01695 729912
Email: enquiries@maharishischool.com

Headteacher:
Mrs L Edwards. BA(Hons) PGCE

September 2024

Dear Candidate

I am delighted that you have requested further information regarding the position of Business Support Officer at Maharishi School.

Maharishi School is a wonderful place to be, situated in beautiful rural surroundings within easy reach of the motorway networks and the towns and villages of West Lancashire, Liverpool and Greater Manchester. I have been the Headteacher here since September 2016.

Children aged from 4 to 16 receive a uniquely effective system of Consciousness-based Education. Creativity and intelligence are systematically developed with a few minutes of Transcendental Meditation (TM) at the beginning and end of the school day. Extensive scientific research, based upon more than 500 studies, has shown that experience of restful alertness during TM brings balance to the whole physiology, making learning both enjoyable and successful.

Our pupils also benefit from extra lessons which expand on their experience of TM and help them to understand themselves and the world around them. The techniques used by the school have a beneficial impact on children's confidence, social integration and behaviour.

We are a small school with a maximum of 20 children in each year group.

We are looking for a dedicated and organised Business Support Officer to join our Business Support Team. The post holder will support the smooth operation of general administration duties and examination administration for the secondary phase school.

We appoint on potential as well as experience, and we are committed to nurturing staff development, in a friendly and supportive environment.

Working at Maharishi School is tremendously rewarding, and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering prospects for professional development. As a school we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

We are very proud of our unique school environment and our well-rounded educational offer which places a high value on social and emotional nourishment, as well as academic progress.

We welcome you to visit and see for yourself and to help you decide if this is the school and the role for you; I'd be delighted to meet you. Please contact the school business manager, Paul Magee for an appointment.

I look forward to hearing from you.

Lisa Edwards
Headteacher

Job title: Business Support and Examinations Officer

Salary: £28,130 per annum, £22,302 pro-rata (actual salary)

Contract: Part time (Term time only plus 10 days)

Start: ASAP

We have an exciting opportunity for a dynamic, self-motivated, hardworking team player to join the Business Support team at Maharishi School. The post will involve working under the direction of the school business manager. The successful candidate will be responsible for:

- Providing support to our Secondary Phase School, this includes welcoming students, parents and visitors, dealing with all enquiries, maintaining student records including attendance.
- 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.
- The overall management of pupil data and analysis of a range of data across the school.

You will be competent in a wide range of IT skills, ideally familiar with Google-based applications. The schools use SchoolPod, Kerboodle, Classcharts and Parentpay, however, training will be provided in the areas, should it be needed.

The successful candidate must be able to work as part of a team but also be able to prioritise their workload, using their own initiative to solve problems, be adaptable to any future changes necessary to meet the needs of the school.

As first point of contact, you will have excellent communication skills, be smart, possess a professional and positive attitude and be able to work well with young adults. We are keen to appoint somebody who has high expectations of themselves, with the ability to work under pressure whilst ensuring accuracy is a priority in all work undertaken.

Closing date: 12 noon 11/10/2024

Interview Date: w/c 14/10/2024

To apply for this position please complete an application form and submit a letter of application describing in some detail your relevant experience and achievements relevant to this position. Please include any other information you feel would be helpful including all those related to the list of essential experiences, skills etc for the post set out in the Person Specification.

Your letter of application should be no more than 2 sides of A4 and no smaller than font size 11.

Return your completed application form and letter of application to: enquiries@maharishischool.com

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Business Support and Examinations Officer Job Description

Reporting to	Business Manager	Responsible for	Invigilators
Salary	£28,130 pro-rata (Actual salary £22,302)		
Hours of work	35 hours per week Term time only (plus 2 weeks)		
Other information	Appointment subject to satisfactory references, enhanced DBS check, etc.		

Job Purpose

- Providing support to our Secondary Phase School, this includes welcoming students, parents and visitors, dealing with all enquiries, maintaining student records including attendance.
- The efficient and effective running of the administration of all internal and external examinations for up to 20 pupils within the school, including liaising with staff, pupils, invigilators and examination boards.
- The overall management of pupil data and analysis of a range of data across the school.

Business Support

1. Covering the Reception desk including answering the telephone and responding to routine queries. Be the first point for visitors and pupils to the school.
2. Provide administrative support to the smooth running of a secondary school.
3. Maintaining and updating manual and computerised records including, student absence, records of free school meals, school trips, registers, examinations, etc. including related financial administration.
4. Overseeing the secondary school's first-aid arrangements
5. Ability to use the school management information system, SchoolPod
6. Feed relevant stories for the school's social media to the communications officer.
7. Provide support to the headteacher and deputy headteacher as required.

Examinations

Planning

1. Maintain and develop systems to manage and coordinate all aspects of the exams administration process
2. Research and understand qualifications and how they are assessed
3. Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
4. Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
5. Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)
6. Ensure familiarity with the centre's Management Information System (MIS)
7. Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
8. Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)

9. Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
10. Brief candidates/staff/parents/carers on examination regulations and requirements
11. Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
12. Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
13. Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
14. Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
15. Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
16. Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

17. Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
18. Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
19. Submit registrations, examination entries and certification claims by the deadline(s)
20. Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
21. Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
22. Verify the identity of all students that are entered for examinations/assessments
23. Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
24. Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies
25. Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements
26. Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

27. Recruit, train, update and manage a team of invigilators
28. Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
29. Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations
30. Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
31. Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place
32. Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site

33. Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
34. Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
35. Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking
36. During examinations

Exam time

37. Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
38. Ensure all exam accommodation is prepared in accordance with the requirements
39. Effectively deploy fully trained invigilators to exam rooms according to the requirements
40. Manage unexpected issues/irregularities which may affect the conduct of examinations
41. Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
42. Manage emergency access arrangements for eligible candidates as the need may arise during exam time
43. Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
44. Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria
45. After examinations

Results and Post-Results

46. Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
47. Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
48. Effectively use internal and external IT systems to access and manage awarding body results information
49. Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
50. Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
51. Manage and administer the receipt, distribution and retention of examination certificates according to the regulations
52. Other
53. Successfully complete/adhere to the *Exams Officer Professional Standards* on an annual basis
54. Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
55. Acquire/develop the skills required to undertake the role effectively and efficiently
56. Engage in the centre's Appraisal/Professional Development Programme
57. Undertake training, update or review sessions as required
58. Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examinations, for example:
 - a. the preparation for and conduct of internal examinations under external examination conditions
 - b. other exams-related administrative tasks

General

1. To work within school policies and procedures.
2. To contribute to the provision of an effective environment for learning.
3. To support the promotion of positive relationships with parents and outside agencies.
4. To attend skill training and participate in personal/performance development as required.
5. To take care for their own and other people's health and safety.
6. To be aware of the confidential nature of issues.

Business Support and Examinations Officer Person Specification

Requirements (on the basis of the Job Description)	Essential (E) or Desirable (D)	To be identified by: Application Form (A), Interview (I)
Experience		
Working in an administration environment	E	A/I
Working in a school environment	D	A/I
Managing the examination process within an educational setting	D	A/I
Managing own workload	E	A/I
Advising senior leadership teams	D	A/I
Managing staff	D	A/I
Completing tasks to deadlines	E	A/I
Working on several different projects/areas at the same time	E	A/I
Dealing with confidential matters	E	A/I
Using a management information system (MIS) within an educational setting or equivalent	D	A/I
Using online tools	E	A/I
Working with databases and managing data input	E	A/I
Complying with the requirements of regulatory bodies	E	A/I
Knowledge		
Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent	D	A/I
Aware of current developments in the secondary school/college curriculum and examination systems	D	A/I
Aware of qualifications contributing to performance	D	A/I

tables (school and/or college performance measures)		
Commit to safeguarding and promoting the welfare of young people	D	A/I
Undertake relevant training and development opportunities	D	A/I
Skills/Abilities		
Calmness under pressure	E	A/I
Manage and maintain the integrity and confidentiality of the exams system	E	A/I
Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)	E	A/I
Interact with others in a positive way (Effective interpersonal skills working with pupils, staff, parents and external agencies)	E	A/I
Proficient in the use of a range of IT software packages	D	A/I
Analyse data	D	A/I
Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines	E	A/I
Work with a high degree of accuracy	E	A/I
Work well under pressure	E	A/I
Work without close supervision	E	A/I
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
People management – including management of a team of invigilators	D	A/I

Contingency planning/risk management – including covering the absence of the exams officer role during a critical stage of the exam cycle/academic year	E	A/I
Prioritising tasks/workload/multitasking	E	A/I
Problem solving	E	A/I
Communication skills	E	A/I
Handling difficult conversations	E	A/I
Presentation skills	E	A/I
Managing deadlines	E	A/I
Working collaboratively	E	A/I
Qualities/Attributes		
Honesty	E	A/I
Integrity	E	A/I
Work flexibly	E	A/I
Follow relevant policies, procedures and regulation to complete work	E	A/I
Adapt quickly to changes to regulations and processes	E	A/I
Deal with enquiries in a professional and sensitive manner	E	A/I
Handle challenging conversations with confidence and sensitivity	E	A/I
Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR	E	A/I