



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Administrator to the Headteacher and Exams
Officer

Burnley High School





A message from the Headteacher

Thank you for expressing an interest in the position of Administrator to the Headteacher and Exams Officer at Burnley High School.

This is a fantastic opportunity for an outstanding, ambitious and dynamic administrative specialist to join a Good school at an exciting stage of its journey.

Burnley High School is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a smaller than average secondary school, part of Education Partnership Trust (EPT), serving the community of West Burnley and Padiham. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In May 2017, the school was judged as 'Good' in all areas by Ofsted. A copy of the report can be downloaded from the School's website. Inspectors found our school to have a "polite, well-mannered students who are incredibly proud of their school", "relationships between teachers and pupils are positive and based on genuine respect and care" and that our "pupils have good attitudes to learning and are keen to succeed".

At Burnley High School, everyone is committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

Every student at Burnley High School is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Burnley High School – our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This

commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Burnley High School is a successful 11 – 16 high school and over the past five years has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes in 2019 demonstrated good progress with a positive Progress 8 score.
- Established as the 'school of choice' in the local area, and oversubscribed in every year group.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact michael.rigby@burnleyhigh.com



E. Starkey
Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Administrator to the Headteacher and Exams Officer

| | |
|----------------------|-----------------------------------------------------------------|
| Hours: | 37 Hours |
| Weeks Worked: | Term time plus one weeks (40 weeks including inset days) |
| Start Date: | ASAP |
| Salary: | SCP13 -15 (Actual Salary - £24,241.03 - £25,079.94) |

Burnley High School wishes to appoint a hardworking, enthusiastic and committed Administrator to the Headteacher and Exams Officer. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

- To manage the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- To manage the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- To manage examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.
- To manage examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate.
- Organise the diary of the Headteacher and act as point of contact for Headteacher communication requests.
- To organise and be responsible for internal and external meetings and teleconferences, including booking venues, arranging accommodation and taking minutes as required
- To prepare and/or draft correspondence, communications, presentations and other documents for the school as required

What are the job requirements?

- GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.
- Experience providing administrative support at a high level



- Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint
- Experience of working with a school MIS
- Experience of working with Exams Administration and all relevant processes
- Experience of taking and writing minutes, summarising discussions and writing concise reports in a fast-paced environment.
- Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team.

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our 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). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Administrator to the Headteacher and Exams Officer

Reports to: Headteacher and Exams Officer
Salary: SCP13 -15 (Actual Salary - £24,241.03 - £25,079.94)

Job Purpose

Responsible for and lead of the school's exam administration and coordination. Provide a full business administrative support to the Headteacher including general administrative and secretarial support, social media communication, minute taking, event and interview coordination.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Responsible for all school examination administration.
- Liaise with designated SLT member responsible for examinations, curriculum and assessment.
- Producing student friendly exam information
- To liaise with a wide range of internal and external stakeholders, including students, parents, Heads of Departments, Heads of Years, teachers, reception staff, site staff, IT staff and awarding organisations.
- To be aware of examination changes each academic year.
- To supervise the exam invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis.
- To update examination-related policies to ensure they are compliant.
- To manage the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- To manage the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- To manage examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.



- To manage examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate.
- To address requests and administering post-results services.
- To issue examination certificates.
- To ensure the correct paperwork is filled in for coursework/NEAs.
- To produce exam timetables for students and staff.
- To liaise with staff, students and parents regarding exam timetables, protocols and expectations.
- Managing any exam complaints escalating when required.
- Leading on the JCQ inspection and competing actions as required by the recommended deadlines.
- To support the process relating to access arrangements (for example, supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)
- Produce accurate and concise minutes to record the business transacted at meetings and resolutions made.
- To prepare and/or draft correspondence, communications, presentations and other documents for the school as required
- To organise and be responsible for internal and external meetings and teleconferences, including booking venues, arranging accommodation and taking minutes as required
- Act as a link between the governing body, schools, and other agencies
- Produce and issue interview programmes, as directed by the HT, and individual interview timetables for all staff involved in the process.
- Make any necessary arrangements for candidates such as visitor parking, school tours, lunches.
- Organise the diary of the Headteacher and act as point of contact for Headteacher communication requests.

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Administrator to the Headteacher and Exams Officer

Reports to: Headteacher and Exams Officer

Salary: SCP13 -15 (Actual Salary - £24,241.03 - £25,079.94)

| No | CATEGORIES | Essential/ Desirable | App Form | Interview /Task |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|--------------------|
| QUALIFICATIONS & EXPERIENCE | | | | |
| 1 | GCSE or Equivalent qualification in English and Mathematics Grade A – C (4-9) | E | √ | √ |
| 2 | Experience providing administrative support at a high level | E | √ | √ |
| 3 | Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint | E | √ | √ |
| 4 | Experience of working with a school MIS | E | √ | √ |
| 5 | Experience of handling a wide range of enquiries and an excellent telephone manner | E | √ | √ |
| 6 | Experience of working with Exams Administration and all relevant processes | D | √ | √ |
| 7 | Experience of staff management | D | √ | √ |
| 8 | Experience of taking and writing minutes, summarising discussions and writing concise reports in a fast-paced environment. | E | √ | √ |
| 9 | GCSE or Equivalent qualification in English and Mathematics Grade A – C (4-9) | E | √ | √ |
| KNOWLEDGE, SKILLS and COMPETENCIES | | | | |
| 10 | Knowledge of standard office administrative practices and procedures | E | √ | √ |
| 11 | Collecting relevant Information and monitoring timescales and deadlines | E | √ | √ |
| 12 | Knowledge & understanding of the education sector including that of examination procedures and processes. | D | √ | √ |
| 13 | To demonstrate confidentiality at all times | E | √ | √ |

| | | | | |
|---------------------------|-------------------------------------------------------------------------------------------------------|---|---|---|
| 14 | Excellent organisation with good attention to detail and accuracy | E | √ | √ |
| 15 | Effective time management and ability to prioritise | E | √ | √ |
| 16 | Ability to see projects through from start to finish, managing time and tasks effectively | D | √ | √ |
| 17 | Ability to communicate effectively, both orally and in writing | D | √ | √ |
| 18 | To remain calm under pressure and have a professional approach at all times | D | √ | √ |
| PERSONAL QUALITIES | | | | |
| 19 | To demonstrate a solution focused and 'can do' approach | E | √ | √ |
| 20 | To demonstrate initiative | E | √ | √ |
| 21 | Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team | E | √ | √ |
| 22 | Ability to work on own initiative with minimal supervision | E | √ | √ |
| 23 | An organised and thorough approach to work | E | √ | √ |
| 24 | Excellent interpersonal skills | E | √ | √ |



Contact

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An Education Partnership Trust School