



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Exams Officer
Eden School



A message from the Headteacher

“Pupils enjoy learning at this school. They feel safe because of the care that they receive. The school has high expectations of all pupils’ achievement.” - Ofsted 2023

Thank you for expressing an interest in the position of <insert role> at Eden School

This is a fantastic opportunity for an outstanding, ambitious and dynamic <insert role> to join school at an exciting stage of its journey.

Eden is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a small SEMH school, part of Education Partnership Trust (EPT), serving the community of Blackburn and the surrounding areas. 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.

We aim high at Eden and expect high standards of behaviour and academic effort. Every student 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 Eden, 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.

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 djones@eden-ept.com



S. Gooding, Headteacher



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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.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

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

Exams Officer & Administrator

Hours:	37
Weeks Worked:	Term Time Plus one week (40 weeks)
Start Date:	ASAP
Salary:	SCP 9 -15 (Actual Salary £23,822 to £26,243 pa)

Eden School wishes to appoint a hardworking, enthusiastic and committed Exams Officer and Administrator. 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 be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations
- To be the main point of contact for, the school in matters relating to the general administration of awarding body examinations and assessments.
- Develop, maintain and help to operate systems to record pupils' assessments in both curriculum and non – academic subjects.
- Responsible for the maintenance and development of high levels of achievement and progress by ensuring pupils and staff have accurate and up-to-date assessment data and analyses.
- Management of termly data collections.
- Manage the electronic production of all aspects of assessment and reporting communications to parents, pupils and other stake holders as require
- To prepare and present reports and analysis for Senior Leaders, Board and other professional bodies.
- Responsible for producing data for Governors/SLT after every round of tracking and as and when requested throughout the year.

What are the job requirements?

- 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 organising and providing administrative
- Experience of handling a wide range of enquiries and an excellent telephone manner

- Experience of taking and writing minutes, summarising discussions and writing concise reports in a fast-paced environment.
- Knowledge of standard office administrative practices and procedures
- Collecting relevant Information and monitoring timescales and deadlines
- Knowledge & understanding of the education sector including schools and academies

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.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

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

Exams Officer & Administrator

Reports to: School Business Manager

Grade: SCP 9-15

JOB PURPOSE:

The main purpose of this role will be to support the School Business Manager (SBM) and Senior Leadership Team in the provision of a high quality, efficient day-to-day administration service for the School. Providing a timely, confidential and efficient administrative and data entry support service. The post holder will be expected to work with a high degree of accuracy, confidentiality and attention to detail.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Admin

- To undertake routine receptionist/administrative duties in relation to the organisation as and when required
- To provide routine administrative support in relation to the production of specific materials e.g. letters, memos, SEND administration etc.
- Provide routine receptionist/administrative support e.g. photocopying, filing, emailing, data entry etc
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets and other IT tasks
- Sort and distribute mail
- To ensure the reception displays are updated and welcoming to the school.
- To undertake duties in connection with parent mail.
- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages
- Responsible for the accuracy and information published on the school website pages
- Liaise with parents/staff etc. around attendance, sickness of pupils.
- Operate office equipment e.g. photocopier, shredder, etc.
- Arrange orderly and secure storage of supplies
- To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school

- To undertake personal development through training and other learning activities including performance management, as required.
- Signpost staff, pupils and others in order to receive general advice and guidance
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To arrange all school meetings including Local Governing Body meetings, including preparation of agendas in consultation with the HT and SBM, and the circulation of relevant papers in a timely manner.
- Producing accurate and concise minutes to record the business transacted at the meetings and resolutions made including school briefings.
- Clerking Local Governing Body meetings where required producing accurate and concise minutes.
- Organising meetings and greeting the visitors to ensure they are made to feel welcome
- To manage and maintain the HT's diary and appointments, ensuring efficient use of time and preparation of papers and information in advance
- To prepare and/or draft correspondence, communications, presentations and other documents for the HT / SBM as required
- To carry out a range of administrative tasks, including photocopying, filing, making travel arrangements
- To manage electronic and paper based filing systems, reviewing operating practices and implementing improvements where necessary
- Be available to work at times convenient for school meetings, including early morning and early evening meetings
- To answer and manage, respond to incoming calls and queries, making decisions where required
- To prepare and/or draft correspondence, communications, presentations and other documents for the school as required
- Ensuring data is entered onto the school Arbor and other systems to comply with DfE requirements
- To manage the administration for all admissions for the school, ensuring paperwork and timetable is completed and input onto Arbor
- To filter incoming/outgoing mail: sorting, redirecting, and acting as appropriate
- Support the preparation of documentation as required for internal staff
- Chasing staff to return information on time and ensuring that reporting schedules are maintained
- To provide timely performance analyses and reports to all relevant stakeholders as determined by senior and middle leaders
- To set up and maintain efficient office systems

- Maintain employee personal files in an orderly, secure and confidential manner, ensuring files are kept up to date and in line with data protection and Ofsted requirements.
- Undertake regular audits and maintenance of personnel files as required in order to meet legal compliance
- To line manage any administration apprentices, day to day and through the apprenticeship programme
- Medication administration and recording as required
- To be responsible for administration of pupil admissions

Exams Officer

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations
- To be the main point of contact for, the school in matters relating to the general administration of awarding body examinations and assessments.
- Develop, maintain and help to operate systems to record pupils' assessments in both curriculum and non – academic subjects.
- Responsible for the maintenance and development of high levels of achievement and progress by ensuring pupils and staff have accurate and up-to-date assessment data and analyses.
- Management of termly data collections.
- Manage the electronic production of all aspects of assessment and reporting communications to parents, pupils and other stake holders as required.
- To prepare and present reports and analysis for Senior Leaders, Board and other professional bodies.
- Responsible for uploading all of the student data into the school's tracking system including KS2 data and target grades.
- Responsible for ensuring predicted grades are entered by staff in a timely manner.
- Responsible for producing data for Governors/SLT after every round of tracking and as and when requested throughout the year.
- To draft and agree an annual calendar of key events in regard to all examination requirements, both external and internal deadlines.
- Manage and administer the process including the preparation for and conduct of internal examinations under external examination conditions.
- Lead on the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and deadlines.

- Manage, train and deploy a team of invigilators.
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Support the SENCo in implementing examination access arrangements or reasonable adjustments for eligible candidates.
- Effectively use IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Lead and manage inspections by the JCQ during the examination process.
- Prepare reports for impact analysis of staff CPD.
- Responsible for the input of staff performance management targets and produce tracking data highlighting areas of concern and recommendations for future improvement.
- Attend and participate in meetings as required.
- Establish and maintain SISRA datasets and user permissions for analysis on a half-termly basis.
- To export data for various uses to respond to staff requests such as SEN/ Pupil Premium data.
- To run class and department progress checks to track student performance.
- To lead on the production of summer examination results and regular results analysis.
- To produce external reports as required
- To analyse and check data from national sources such as AAT.
- To be flexible and timely in order to undertake all reasonable any other duties as directed (such as Ofsted data requests).
- To provide timely performance analyses to all relevant stakeholders as determined by senior and middle leaders.
- To collating, editing, printing and organising pupil reports.
- To review missing data and pupil reports.
- Responsible for ensuring all examination administration is undertaken as required.
- Liaise with designated SLT member responsible for examinations, curriculum and assessment.
- Producing student friendly exam booklets.
- 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 and disseminate as required.
- To address requests and administering post-results services.
- To issue examination certificates where required.
- To ensure the correct paperwork is filled in for coursework/NEA's.
- To produce exam timetables for students and staff.
- Ensuring all exam regulations are adhered to

SEN Administration

- Provide overall administration support in order to assist with the annual review process for all learners. Including:
- Scheduling annual reviews
- Inviting relevant stakeholders and the team around the individual
- Ensuring all documentation required for the process is received and shared in advance of the meeting
- Minute taking within meetings
- Finalising EHCP reports with the support of the Headteacher/SENco and submitting them in a timely manner
- Ensure the EHCP assessment process is carried out in line with the SEND Code of Practice
- To become familiar with the requirements of different Local Authority expectations and paperwork
- Work in partnership with parents to ensure that children, young people and their families are fully involved in the annual review process.
- Work with the staff team to ensure pupil passports are complete, updated and are purposeful.
- Ensure pupil passports are securely transferred to new educational providers
- when a learner transitions or learners passports and relevant documentation is
- securely stored in relation to the schools data and retention policy
- Maintain records of students key workers
- Produce templates, forms and resources as directed
- Provide overall administration support to the school, in connection to Looked After Children (LAC) English as a Second Language (EAL), Personal Education Plans (PEPs), Child In Need (CIN) and any other related meetings.
- Produce SEN registers for local authorities as required
- Dealing with all SEN related correspondence,
- Participate in SEND related training to improve knowledge and remain current
- Provide administrative support for meetings by agreeing agendas, recording and typing minutes
- Support and coordinate the school referral process for new learners
- Manage data in school, supporting a journey to become and maintain a paperless school
- Carry out any other duties related to the post as and when requested

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

Exams Officer & Administrator

Reports to: School Business Manager

Grade: SCP 9-15

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App For m	Intervi ew /Task
QUALIFICATIONS				
1.	Education to GCSE Standard at grades 9 – 7 for a minimum of 5 GCSEs including Maths and English	E	√	
EXPERIENCE, KNOWLEDGE & SKILLS				
2.	Experience of working in a team	E	√	√
3.	Organised approach to work in relation to file and record keeping	E	√	√
4.	MS-Word & MS Excel knowledge	E	√	√
5.	MS-Access & MS-Outlook knowledge	E	√	√
6.	Able to produce written communications which are readily understood	E	√	√
7.	Previous administrative or reception experience	E	√	√
8.	Good communication, literacy and numeracy skills	E	√	√
INTERPERSONAL SKILLS				
9.	Knowledge of Equal Opportunities	E	√	√
10.	Ability to research information from relevant sources and present clearly	E	√	√
MOTIVATION & PERSONAL SKILLS				
11.	Willing to develop knowledge and experience	E	√	√
12.	Flexible approach to changing work tasks	E	√	√





Contact

Eden School
Heys Lane
Blackburn
Lancashire
BB2 4NW

01254 790241
enquiries@edenschool.org.uk
www.edenschool.org.uk

Twitter @Eden_School1



An Education Partnership Trust School