

Braunton Academy



'Aspire and Achieve'

Exams Officer & Staff Cover Administrator

To Commence: As soon as possible this Autumn term

NJC Grade D.8-D.12 (£11.81 - £12.70 per hour)

Hours: 37 hours per week term time only

Closing date: 12.00 noon Monday 2nd October 23

Interviews Friday 6th October 23

Braunton Academy is rated 'Good' by Ofsted

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 810

Braunton Academy
Aspire & Achieve

Dear Candidate

RE: Permanent Exams Officer and Staff Cover Administrator

Thank you for expressing an interest in the position of Permanent Exams Officer and Staff Cover Administrator within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful team. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Fay Bowler, Principal

Braunton Academy

VACANCY FOR A PERMANENT EXAMS OFFICER AND STAFF COVER ADMINISTRATOR

We wish to recruit an Exams Officer and Staff Cover Administrator who, under the guidance of the Assistant Vice Principal (Curriculum/ Teaching & Learning Leader) and the Data & Assessment Manager will be responsible for managing all aspects of examinations administration, including invigilation alongside managing day-to-day staff cover.

This is a key role within the school and the successful candidates must be able to work as part of a team, as well as on their own. They will be liaising with SLT, Heads of Year (HOYs), Tutors, Curriculum Leaders (HoDs), teachers, support staff, SENCO, relevant non-teaching staff as well as students and their parents/carers.

Purpose of Exams Officer

- To manage all aspects of examinations administration, including invigilation.

Purpose of Staff Cover Administrator

- To manage and co-ordinate arrangements for teaching cover throughout the school, so as to ensure all classes are taken by appropriately qualified staff in the event of teacher absence.
- To record all staff absences.

The post would suit candidates who have previous experience in a similar role within a school setting or those with strong administrative and organisation skills.

Payscale: Grade D.8 - D.12 (£11.81 - £12.70 per hour)

Hours: Monday – Thursday 7.45 am – 3.45 pm (with 30 minutes lunch break each day)

Friday 7.45 am – 3.15 pm (with 30 minutes lunch break each day)

38 weeks a year (Term time only)

Closing Date for applications: **To arrive by 12.00 noon Monday 2nd October 23**

Interview date: **Friday 6th October 2023**

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by **12.00 noon Monday 2nd October 23**. Please note, if you have not heard from us by Tuesday 3rd October 23, you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.

PERSON SPECIFICATION
Exams Officer & Staff Cover Administrator

Location: Braunton Academy
 Reporting to: The Assistant Vice Principal (Curriculum/ Teaching & Learning Leader) and the Data & Assessment Manager
 Pay scale: Grade D.8 - D.12 (£11.81 - £12.70 per hour)

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none"> • Good standard of general education • GCSE/GCE Maths and English – Minimum of Grade C/4 or above. • Requirement to participate in training/development as/when identified by Line Manager as essential performance of the post. • Willingness to participate in other development and training opportunities. 	<ul style="list-style-type: none"> • Application form • Original Exam Certificates Letter of Application.
Desirable	<ul style="list-style-type: none"> • Further evidence of study at GCSE or above. 	<ul style="list-style-type: none"> ▪ Original Exam Certificates
Professional Experience		
Essential	<ul style="list-style-type: none"> • Experience of working in administration. 	<ul style="list-style-type: none"> • Application form
Desirable	<ul style="list-style-type: none"> • Experience of working in a secondary school. 	<ul style="list-style-type: none"> • Application form
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> • Good communication skills. • Ability to work as part of a team. • Ability to work independently. • Ability to foster good relationships with students and enthuse young people to want to learn. • Well-developed IT skills 	<ul style="list-style-type: none"> • Letter of application • Interview • References
Desirable	<ul style="list-style-type: none"> • Use of SIMS • Prior experience or similar experience in a secondary school 	
Attributes		
Essential	<ul style="list-style-type: none"> • Personal integrity and high expectations. • Willingness to work hard. • Flexible approach to work, with both students and other staff. • Willingness to undertake further professional development. • Personal resilience – ability to be calm and positive under pressure. • Sensitivity, Warmth. • Passion and commitment to inclusive and comprehensive education. • Display commitment to the protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> • Interview • References

JOB DESCRIPTION EXAMS OFFICER & STAFF COVER ADMINISTRATOR

Employer:	<u>Braunton School and Community College Academy Trust</u>
Location:	Barton Lane, Braunton, N Devon, EX33 2BP
Reporting to:	Assistant Vice Principal – (Curriculum/ Teaching & Learning Leader) and the Data & Assessment Manager
Payscale:	NJC Grade D point 08-12 (Start Grade D 8)
Hours:	37 hours per week
Total Weekly Contracted Hours:	Monday – Thursday 7.45 am – 3.45 pm (with 30 minutes lunch break each day) Friday 7.45 am – 3.15 pm (with 30 minutes lunch break each day) Total 37 hours per week
Annual Hours	Term time 38 weeks a year

EXAMS OFFICER KEY RESPONSIBILITIES

Purpose

- To manage all aspects of examinations administration, including invigilation.

Responsibilities

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Development and review examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils. Apply to awarding bodies for special arrangements for those pupils identified
- Work with Heads of Department to manage entries of pupils for all examinations ensuring all deadlines are met, failure to do so will result in penalties
- Ensure the examination hall and any additional examination rooms (for pupils with access arrangements) is set-up in accordance with regulations outlined by the Examination Board
- Ensure the smooth daily running of all examinations, liaising with staff as required
- To provide guidance, procedures and conduct during examinations to all pupils, parents and staff

- Preparation of Presentation Evening – preparing reports on achieved grades and distribution of certificates

Exam management

- Recruit, train and manage invigilators
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Manage queries from candidates, teachers, and exam boards
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

Results and data management

- Make arrangements for sharing results with candidates (e.g., results day)
- Make sure results are received by the school in a secure and confidential way
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records
- Processing all enquiries about results, review of results (ROR's) and requests for return of scripts – informing candidates of outcome

Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g., invigilators), signposting these where appropriate
- The post holder is expected to use initiative, judgement, and creativity to ensure that the requirements of the post are met, and Academy aims and objectives achieved.

Administration

- Provide ad hoc administrative support to the curriculum senior leaders as required

STAFF COVER ADMINISTRATOR KEY RESPONSIBILITIES

Purpose

- To manage and co-ordinate arrangements for teaching cover throughout the school, so as to ensure all classes are taken by appropriately qualified staff in the event of teacher absence.
- To record all staff absences.

Responsibilities

- To allocate cover for all absent teachers, liaising with cover supervisors, supply teachers and teachers required to undertake cover as appropriate.
- To manage the cover phone and liaise with Heads of Department and SLT as appropriate.
- To process staff requests for cover in liaison with the Principal and Vice Principal.
- To undertake the administration connected with supply and cover, including publication of the daily cover list, distribution of individual print outs for cover supervisors and supply

staff, providing a monthly absence return to the Assistant Headteacher and the HR Manager and publishing a daily record of absent staff.

- To arrange room changes when required.
- To maintain the cover diary with a record of all planned teacher absences, including a file of trips, visits and similar school activities in liaison with the Principal and Vice Principal.
- To develop and maintain a list of specialist and general supply teachers and ensure that DBS certificates are in place for each teacher in conjunction with the H.R. Manager.
- To develop and maintain a Monitoring system to ensure that supply staff are working regularly within the Disclosure & Barring Service 3 month guidelines.
- To manage the cover module on the administrative system (currently SIMS Cover 7).
- To train a member of the support staff to act as emergency back-up for the cover administrator.
- To assist with the administration for the training of cover supervisors.
- To ensure that the daily cover system operates equitably and fairly and to keep records for staff inspection of cover work completed.
- To be responsible for ensuring that the needs of supply teachers are met, including their submission of a salary claim for cover completed inside the established timescale.
- To treat information relating to absence of teaching staff in strictest confidence.
- To provide emergency cover if needed at short notice.

Administration

- To provide general administration support during any quiet periods.

First Aid

There is a requirement to be back-up First Aider and to be Emergency First Aid at Work qualified (training available). This role is to support the work of the First Aid team, primarily for students, but also for staff/visitors.

BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by:

- preparing people for their futures by:
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving

- recognising that individuals learn in different ways by:
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process

- checking the effectiveness of learning by:
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation

- supporting the learning process by:
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which:
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating:
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to:**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which:**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.