

Ivy Education Trust



Application Pack and Job Description

Dawlish College

Business Support (Assistant Exams Officer, Reprographics Support
and Administration)



Dawlish College
**Business Support (Assistant Exams Officer, Reprographics Support
and Administration)**

20-35 hours per week, 38 weeks per year
(The actual weekly hours can be confirmed at interview)
Flexible working pattern available

At Dawlish College, our mission is to eradicate educational disadvantage in Dawlish by making the best education available to every child in our community.

We work towards this mission by living out our three values – *We Work Hard, We Work Together* and *We Make Things Better* – every single day. This includes starting each day with a Warm Welcome for every pupil and fostering a strong community spirit among our staff.

Ivy Education Trust is seeking to appoint an outstanding individual with drive, passion, enthusiasm and ambition to join Dawlish College in the next stage of its development. You will be the first point of contact for efficient reprographics and printing services to support students and staff to enable effective teaching and learning as a college. In addition, you will complement the examinations team, assisting the Exams Officer with their responsibility for the administration of all internal and external examination entries at KS4, in accordance with the regulations of Awarding Bodies.

The successful candidate would need to demonstrate excellent communication skills, working closely with the Exams Officer to ensure that assessments and examinations are delivered to an exacting standard and that our students achieve success. The role also involves working closely with our SEND team on examination access arrangements for students with additional needs, ensuring that we are as inclusive a school as we can be, as well as supporting with the coordination of our rolling standardised testing programmes.

As part of your role, you will need to be proficient in the use of IT and willing to develop your skills in programmes you have not used before, and you will be responsible for ensuring that reprographics resources are well maintained and ready for use by you and all other staff.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk.

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below. We reserve the right to interview before the closing date, so please get your application in early.

Closing date for applications is Monday 8th July at 9:00am, Interviews will be held on Thursday 11th July

Job Description

Post Title: Business Support (Assistant Exams Officer, Reprographics Support and Administration)

School: Dawlish College

Working Hours: 20-35 hours per week (The actual weekly hours can be confirmed at interview), Monday to Friday (however, during the examination period you will be required to work such hours as demand dictates), 38 weeks a year (including 2 days to be worked during August). There is the requirement to work flexibly during exam seasons. During these periods, additional overtime hours will normally be required.

Salary Grade: Scale 4 Point 8-12 (Full Time Equivalent £24,702 - £26,421 p.a pro rata),

Contract Type: Permanent

Main Duties – Assistant Exams Officer

Responsible to: Examinations Officer

Role Description

- To assist the Examinations Officer with their responsibility for the administration of all internal and external examination entries at KS4, in accordance with the regulations of Awarding Bodies.
- To work with the Assistant Headteacher leading on quality of education to ensure that assessments and examinations are timely and appropriate and enable our students to achieve success.
- To provide administrative support in other areas of the SEND team, as and when required, and to work collaboratively with colleagues in the SEND team to achieve the College's vision.

Job Description

Principal Responsibilities

- To play a key role in the exam access arrangements process, working collaboratively with colleagues in the SEND team
- To assist in the planning and implementation of internal whole school assessments ie NGRT (reading tests) and Speech & Language Screening.
- To assist with entries for examinations to the examination boards
- To liaise with Subject Team Leaders on student entries and grades etc
- To assist with production of exam timetables for mock examinations
- To disseminate information about examinations to staff, students, and parents
- To liaise with stakeholders and support dealing with queries about examinations/ certificate requests
- To sort and check examination papers
- To participate in all relevant training activities and meetings to ensure that all changes to examination regulations are available to the College and passed on to the relevant members of the Leadership Team and Subject Team Leaders
- To assist in managing the College's team of examination invigilators

Examination Administration

- To work closely with the SEND team in the process of awarding exam access arrangements including evidence gathering, communication with parents and other stakeholders and efficient record keeping
- To assist in the preparation of the examinations including (but not limited to):
 - the creation of candidate examination cards, registers, and seating plans
 - the creation of signed invigilation documents
- Where exams clash, to support the supervision of all candidate's post-exam and during lunch periods

- To assist with the receipt and secure storage of all examination stationery, materials, scripts, tapes, and specimens etc
- To assist in the delivery and collection of all exam entries and to assist, when required, with coursework from Subject Team Leaders, called for moderation by examination boards
- To create examination entry lists for Subject Team Leaders and administer necessary changes
- To assist in issuing examination statements of entry to candidates (via Tutors)
- To create and display examination timetables
- To assist with the packing and posting of examination scripts

Invigilation

- To liaise with the examinations officer with the employment and management of exam invigilation staff and to timetable those staff to ensure that all examinations are appropriately staffed at all times in line with Board ratio requirements
- To undertake invigilation duties as and when necessary
- To support with the training of invigilation staff and to ensure they are aware of their duties and responsibilities and to be aware of any special requirements they or students may have
- To coordinate other staff to support invigilation duties, as necessary
- To support the start and finish of examinations as instructed by the examination boards
- To assist in the preparation of the examination venue including:
 - the display of examination notices and removal of unauthorised display materials
 - the checking of clocks, desk spacing, provision of display boards for examination data, e.g. start/finish times

Results Administration

- To be present on the days the College is notified of results and on the days students collect their results
- To support the collection of consent forms
- To administer post result services, as required

Main Duties – Reprographics Support & Administration

Responsible to: Senior Leadership Team

Job Purpose:

To provide a first-class administration support and reprographics service, through which you will help to drive improvements in pupil attendance by efficiently processing data, support colleagues on Student Reception and be the first point of contact for efficient reprographics and printing services for the College.

Main Duties & responsibilities

- Operate reprographic equipment efficiently, providing high-quality services.
- Manage resources effectively to support educational objectives and improvements.
- Handle copyright matters and maintain records.
- Provide printing, finishing, and photocopying for all departments.
- Ensure confidentiality of sensitive information.
- Collaborate with other administration support staff for document distribution.
- Support other administrative areas as needed.

Qualities & skills:

- Knowledge of reprographics and ICT software.
- Strong organisation and attention to detail.
- Effective communication skills.
- Discretion in handling confidential data.
- Prior relevant experience is a plus.

General Expectations:

- Set a good example to pupils they work with
- Consider carefully issues of confidentiality when dealing with school matters
- Have high expectations of pupils' behaviour, academic and social abilities
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

Annual Leave

Annual leave will be taken during college holidays.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C level (or equivalent) in both Maths and English or willing to work towards	√		Application Form
Relevant experience in administrative IT programmes such as Microsoft Office, including Excel		√	Application Form
Relevant qualification or training in administration		√	Application Form
Educated to A Level or above		√	Application Form
Experience:			
Proven successful track record in administration	√		Application Form; Interview
Proven successful track record in examination administration		√	Application Form; Interview
Proficient in a range of ICT packages, including Microsoft Office	√		Application Form; Interview
Working knowledge of SIMS, particularly Exam Organiser		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
A professional understanding or working knowledge of printing, photocopying and reprographics		√	Application Form; Interview
Knowledge of Awarding Body regulatory requirements		√	Application Form; Interview
Customer focused environment	√		Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview

High professional standards	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.