



Chilton Trinity

Aiming High, Achieving Together

11 – 16 Mixed Comprehensive School

940 on roll

Chilton Street,
Bridgwater,

Somerset, TA6 3JA

INFORMATION FOR PROSPECTIVE CANDIDATES

EXAMINATIONS OFFICER

PERMANENT

Grade 12 pt 26



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The School

At Chilton Trinity we aim to be an inclusive learning community in which every student can work hard to achieve their very best. I make no apology in believing we have an absolute moral responsibility to equip students with the best possible exam results as we know, this sets them up for the rest of their life and opens doors. We balance this academic focus with opportunities for our students to have genuine life enriching experiences, underpinned by the highest expectations and an unconditional commitment to provide the best education possible for your child.

It is hugely important to me that every student in this school feels happy and safe. As we know this is how students learn best combined with a sharp focus on learning. We constantly remind students that there are no limits to what they can achieve if they have the right mindset. We aim to support and nurture students to develop confidence and resilience through a wide range of learning and enrichment activities, both in the classroom and in sport, music and the arts.

Chilton Trinity is a mixed comprehensive school for students aged 11 – 16 in Bridgwater, Somerset. The school was established in 1966 but in November 2014 moved into a brand new state of the art PFI building on the same site. The old school building was then demolished and a new car park stands in its place. We can admit up to 210 students in each year group. Our overall number at present is 940.

We are well-known as a caring school and our House system supports this by creating a family atmosphere that supports each child. We want a stimulating environment for learning and have high expectations on attitudes and behaviour, encouraging students to be the best they can with positive rewards for good behaviour. Our House system divides the school into four smaller families. We call them Jupiter, Mars, Neptune and Venus, each led by a Head of House and a House Learning Manager who both focus on academic monitoring and pastoral care. We ensure no student is invisible. The House System also encourages a highly competitive atmosphere, inter-house competitions throughout the year, promoting success, resilience and team spirit. Smaller Tutor Groups also help to establish strong links with tutors.

Trinity Leisure (1610) Sports facility is also located adjacent to our site and used by the local community throughout the day. On 1st March 2013 a new swimming pool opened for the first time to complement the fitness suites and Sports Hall that opened in 2012.

The school is popular and highly regarded in the local area. In our most recent Ofsted Inspection (September 2018) we were delighted to be judged to be "good". We have an Academy Order and will join the Clevedon Learning Trust (CLT) in April 2019. This is an extremely exciting stage in the school's development, joining the CLT will make us even stronger in the future and will allow us to continue to develop strong links with our primary schools.

I am delighted you have taken the time to find out about our school and it is a privilege to be the Headteacher at Chilton Trinity as we move into an extremely exciting time for the school. We are hugely proud of our school and of the achievements of our students. We have a beautiful building and excellent facilities, but our greatest asset is our students.

Please do not hesitate to call us if you would like to look around before deciding whether to apply or if you would like clarification on any matter.

If you do decide this post is for you I look forward to receiving your application.



Mr J Lamb - Headteacher

Leadership Team

Headteacher

Mr J Lamb

Deputy Head

Mr T Newell

Assistant Heads:

Mr R Suik

Ms K Wood (SEND/CO/DSL)

Mr R Payne

Associate Assistant Heads:

Mrs B Hampton

Mr R Hopes

About our students

There are numerous opportunities for students at Chilton Trinity to participate in all aspects of school life.

Our students play a big part in supporting Year 6 students with their transition from Primary School. Each Year 6 student has their own Ambassador from Year 9 who helps and guides them through the transition process.

There is a strong element of Student Leadership in the school with students involved in decision making at all levels, such as in staff interviews, reviewing policies and planning fundraising events. Recently students have been successful in changing and improving the eating areas within the school, introducing more charity events and in the design and implementation of our new school uniform.

House competitions, ranging from football to public speaking are held weekly throughout the year. Students compete to win the Croad Trophy, which is presented to the House with the most points at the end of the year. Sports Day is very competitive with all students cheering on their House. Students from all Houses have the opportunity to become a House Leader.

Students take part in a variety of Music and Drama activities. There are opportunities for them to participate in concerts and assemblies. We have recently staged a fabulous Winter Wonders Christmas Concert which is followed by our school musical 'Legally Blonde' this term.

Students take part in a variety of sports activities, in lessons, in House competitions or by representing the school. Our school teams are hugely successful at both local and county level. Individual students have also represented the County and the South West in hockey, basketball, swimming, rugby and football.

Our students value the way the school works restoratively and recognise the positive impact this has on behaviour and relationships of students. We also work closely with parents to ensure they are fully involved in school life.

There are various opportunities for students across all year groups to participate in trips abroad. For example, a trip to Berlin, the Africa Expedition, Ski Trip and the Language Study visits to either France or Spain are always extremely popular.

Year 7 Students also have the opportunity to go camping for the week in Porlock and participate in a variety of outdoor activities. For many students the Camp is a highlight during their time at Chilton.

Advert

Examinations Officer

Required as soon as possible

30 hours per week

Term Time only + 5 days (2 days to include Exams Results Day in August)

Salary: Grade 12 pt 26 - £23,866 per annum, pro rata

(Possibility of grade 11 - dependent on experience)

We are looking for an Examinations Officer who can play a crucial role in the effective running and continuous improvement of our School.

Chilton Trinity

- Is popular and highly respected within and beyond the local community
- Moved into a brand new state-of-the-art PFI building in November 2012 with fantastic facilities across all areas of the curriculum
- Was judged by Ofsted (September 2018) to be "Good"

The ideal candidate will:

- Be highly skilled
- Be computer literate
- Have excellent planning, communication and organisational skills
- Ideally have 2 years' experience in a broadly comparable exams administrative role, preferably within an education environment, but not essential

We will need you to ensure the seamless delivery of the school's annual examinations calendar, for all year groups, ensuring that we are fully compliant with the requirements of examination bodies.

To apply for this role, please complete a support staff application form. This can be accessed via the school website. If you would like to have a look around or speak to the Head, Mr J Lamb before making an application, please phone Mrs E King, Head's PA to arrange this 01278 425222. Applications will be considered as soon as they are received.

Closing Date for Applications: Thursday 22nd November 2018 at 9.00am

All applications including application form and covering letter (addressed to the Headteacher, Mr J Lamb) should be emailed to EKing@educ.somerset.gov.uk

Interviews will be held: w/c 26th November 2018

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks, including enhanced DBS.

No agencies

Job Description

Job Title:	Examinations Officer
Reports to:	Assistant Head
Main Purpose of Job:	
<ul style="list-style-type: none"> The Examinations Officer is responsible for the management of external and School exams in accordance with the legal and School requirements. 	
Context:	
<ul style="list-style-type: none"> There are between 900 to 1000 students on role aged 11 to 16. With external and school based exams there is an all year round cycle. The exams budget reflects the changing range of exam alternatives and the requirements for invigilation. The exams officer is responsible for the recruitment, training and deployment of up to 30 exam invigilators as required to meet the exam regulations. Also oversees the SEND/ Exams Admin assistant re exam support and access arrangements. 	
Main Responsibilities and Duties	
<ul style="list-style-type: none"> Responsible for the entry of candidates in all external examinations and the arrangements for carrying out of these examinations in school. Arrangements for other examinations including CATs and internal exams such as pre-public exams (PPEs) also form a significant role in the school's 'Exam Offer' for all year groups. Following the examination process from the initial entry through to the data analysis using appropriate software as required. Liaison with <ul style="list-style-type: none"> departments for entries/estimated grades/coursework submission the Cover Coordinator to ensure examinations are appropriately accommodated in accordance with JCQ regulations the SENDCO to ensure that provision is made for SEND students and that access arrangements are in place the Deputy Head to prepare timetables for all exams, external and school – issue to staff and students as appropriate the Finance Manager for the Exams budget and monitoring of expenditure other members of the Sedgemoor Exam Consortium with regard to diploma/link qualification administration. Organise the appointments, training and management of external invigilators ensuring that they adhere to the "Instructions for Conducting Examinations" as provided by the Examinations Boards. To receive and store examination papers appropriately in a secure location and to manage the despatch of completed scripts to the Exam Boards. To make detailed arrangements for the running of exams covering: seating plans, the control, checking and distribution of exam papers. Efficient timing arrangements for the start and end of exams. Observance of the exam regulations and supervision of students to ensure a calm and orderly environment having regard to the school's behaviour policy. For Link courses, registering students with the provider, monitoring administrative aspects for each student to meet the necessary deadlines. Operate cost effectively within an Examination budget. Responsible for managing budget expenditure and authorising spend within budget provision. Manage and where required build relationships with external Examination Boards. To liaise with Team Leaders with regards to the relevant exam boards and syllabuses studied to examination level. To establish the number of entries at each tier and to process entries, predicted grades and coursework marks, and submitting entries so that Exam Boards receive correct student entries on time. The publication and distribution of exam timetables for Public Examinations, procedures and exam board information including the resolution of clashes. The preparation and distribution of exam timetables for PPE examinations, including the resolution of clashes. Access results of external examinations and manage the integration into the school ICT system. 	

- To put in place the relevant examination policies for the school so that the examination system, rules and regulations set by the awarding bodies and JCQ are clear to all members of staff in the school.
- To liaise with Team Leaders in arranging each year groups PPE's.
- Manage the production of analysis as required for the school and external bodies.
- Assist the Data Manager with ad-hoc reports and information as required.
- Manage the examinations team and external invigilators.
- With the Deputy Head to be responsible for the analysis of examinations and assessment data producing easily accessible information for teachers and learners, alongside the Assistant Head and Data Manager
- To manage JCQ inspections and, in consultation with the Deputy Head, ensure that all policies and procedures are kept up-to-date.
- To issue to all students taking exams an information pack with all JCQ regulations and the schools expectations of them, together with their examination timetable.
- Managing the checking and distribution of Examination results and certificates.

Problem Solving and Creativity:

Regular liaison with teaching staff and exam boards to plan exam timetables, including venues. Working to tight deadlines to avoid late entries and associated costs. Following up on outstanding information required from staff to ensure entries are accurate and timely. Developing a working knowledge of exam procedures and keeping track of new developments.

Flexibility to reorganise at short notice in response to changing student circumstances e.g. Injuries/ illness/ exclusions.

Decision Making:

Plan for the best deployment of Invigilators for exams in consultation with the Deputy Head having regard to knowledge and experience. Also make recommendations to the Deputy Head on the accommodation of exams.

Physical Effort and Working Conditions:

Significant use of I.T; Sims.Net, Word and Excel plus Exam Board websites. Physical effort required for storage of exam scripts. Also on exam days moving equipment, texts and scripts into the examination rooms and subsequent collection of papers to be dispatched.

Contacts and Relationships:

Day to day with staff and students to meet a range of needs. Also in regular liaison with exam boards for information, advice and guidance. Regular meetings with the Sedgemoor Exam Consortium to network with colleagues.

Regular contact with invigilators for the planning arrangements and also to ensure that they remain cleared for DBS regulations – note: If an invigilator has no contact with school for more than 3 months a new DBS check must be carried out, therefore planned regular contact must take place.

Knowledge, Skills and Experience:

Have worked in an education environment for two years.

Have excellent communication skills at all levels together with organisational skills, flexibility and confidentiality,

Must be able to work to deadlines with accuracy and attention to detail. Good keyboard skills are also essential.

Basic level of education minimum 5 – A-C GCSE qualifications or equivalent including English & Maths.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

Date:

Line Manager:

Date:

Designated Senior Manager:

Date:

This Job Description will be complemented by an annual CPD programme, which will detail individuals' development needs, and the support targeted to enable continued professional development.

The Job Description is current as date shown, but in consultation, may be changed by the Headteacher to reflect or anticipate changes in the role, with the salary and post title.

Person Specification

	Attributes	Essential/Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum 5 A*-C including English and Maths or equivalent • Evidence of continued professional development 	<p>Essential</p> <p>Essential</p>
Experience	<ul style="list-style-type: none"> • 2 years relevant, successful and appropriate experience • Evidence of working within a team • Evidence of excellent organisational and problem solving skills • Substantial examinations experience within a secondary school setting 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels, both verbally and in writing – particularly data in a clear and effective manner • Excellent organisational and planning skills to plan ahead, setting targets and manage projects and performance against plans and target • Ability to think and work independently, draw conclusions and make recommendations • Work constructively as part of a team, understanding school roles and responsibilities and own position within these • Well developed IT and Management Information skills (especially MS Excel) • Highly numerate with good analytical and interpretive skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Knowledge	<ul style="list-style-type: none"> • Extensive knowledge of PC based software, especially Microsoft Office • Good knowledge of school Sims systems • Extensive knowledge of GCSE/Progress 8 • Evidence of familiarity with relevant local and national policies, priorities and statutory frameworks, particularly in regard to current education objectives and practise 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
Personal Qualities	<ul style="list-style-type: none"> • Excellent attendance and punctuality • Hard working, flexible and reliable • Honesty and integrity • Good personal presentation 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>

	<ul style="list-style-type: none"> • Able to cope under pressure, meet deadlines and deal with stressful situations • Able to operate in a professional and tactful manner • Highly motivated and able to use own initiative • A genuine commitment to and liking of young people, and high expectations for their progress and welfare • A desire to be involved in the life of the school 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
Safeguarding/Child Protection	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of the children • Ability to form and maintain appropriate relationships and boundaries with children • Prepared to undertake child protection screening – checks with past employers and checks from the Disclosure and Barring Service and Independent Safeguarding Authority 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><u>Other Essential Requirements:</u></p> <ul style="list-style-type: none"> ▪ Motivation to work with children and young people ▪ Ability to form and maintain appropriate relationships and personal boundaries with children and young people <p><u>Equal Opportunities:</u></p> <p>To assist in ensuring that Chilton Trinity's equalities policies are considered within the school's working practices in terms of both employment and service delivery</p>		

How to apply:

The closing date for this vacancy is Thursday 22nd November 2018 at 9.00am.

Potential applicants are welcome to telephone 01278 425222 if they have any questions about the post. The Headteacher, Mr J Lamb, can be contacted through his PA, Mrs Emma King, should you wish to discuss any details about the post or the school, or if you would like to arrange to visit before submitting an application.

Please complete and sign the Somerset County Council Standard Application Form – only applications submitted on this form will be considered. Accompany the completed form with a letter of application – maximum of two sides of A4 (font size 12). In your letter please explain how your experience to date matches the person specification and equips you for this post. Also outline in brief what you feel you can bring to this school and how you can contribute to its future development.

Please email completed applications to eking@educ.somerset.gov.uk

We will contact your referees for a reference before the interviews and for shortlisted candidates the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Chilton Trinity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Candidates are asked to bring to interview some type of photographic identification, this could be either a passport or driving licence.

The school is an equal opportunities employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion or disablement. We have a smart dress code for all staff. The site is non-smoking.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks, including enhanced DBS.

Local Area

Somerset is a stunning county, full of varied landscape and thriving market towns, there are also some amazing places of natural beauty including Exmoor, the Blackdown Hills, the Quantocks and the Somerset Levels.

Bridgwater is in easy distance of Exeter, Taunton and Bristol, ideal for shopping and entertainment.

If you are looking for a place to bring up your family, pursue a more active lifestyle, or both, Bridgwater and the surrounding area is situated perfectly.

An unmissable event every November is Bridgwater Carnival, which regularly attracts more than 130,000 visitors. Bridgwater also provides an attractive location for businesses, with two motorway junctions within three miles of the town centre, this is reflected in the growing number of industrial parks around the town.

You can visit the town website on: www.bridgwater.net

You can visit the Somerset tourism website on: www.visitsomerset.co.uk



