



Consilium
Evolve

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Administration Manager & Exam
Officer (PA to the Headteacher)



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Administration Manager & Exam Officer (PA to HT) at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

Partnerships

- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.

Tracey Greenough

Acting Chief Executive of Consilium Academies.

Welcome from Headteacher

Welcome to Consilium Evolve.

As Headteacher of Consilium Evolve, it gives me the great privilege and pleasure of welcoming you to our school.

Consilium Evolve is a specialist Alternative Provision Academy which caters for secondary age students who experience emotionally based school avoidance. But our academy is so much more than that. We nurture each student to encourage them to take their place in the world, whatever that might be, despite any barriers they have encountered.

We want Evolve to be a physically and emotionally safe and secure place for our students, so that they feel able to improve their previous school attendance. Our curriculum is delivered in a way that encourages students to be brave and creative in their learning and achieve well. Our academy is a calm and supportive environment underpinned by strong and respectful relationships between staff, students, and their families.

Mr R Bell

Headteacher



About the Academy

Consilium Evolve is an Alternative Provision Academy which caters for secondary age students who experience emotionally based school avoidance. As such, we focus on the wellbeing of our students which then allows them to achieve.

A Culture of Excellence.

Our school builds a cultures of respect, responsibility, courage, and kindness, where students and adults are committed to the quality of their craft and are brave in new challenges.

All members of our community ensure that each student is **known** and **cared** for, student leadership is nurtured, and contributions to the school and world are celebrated. Students and staff are supported to do better work and be better people than they thought possible.

Classroom Lens

Our classrooms are alive with **discovery, inquiry, critical thinking, problem solving, and collaboration**. Teachers talk less. Students talk (and think) more. Lessons have an explicit purpose, guided by learning targets for which students take ownership and responsibility, to bring out the best in them.

Our approach to curriculum makes standards come alive for students by connecting learning to real-world issues and needs. Academically rigorous, project-based learning expeditions, case studies, projects, fieldwork, and service learning inspire students to think and work as professionals, contributing high-quality work to authentic audiences beyond the classroom.

Show up and Be Seen,

At a very basic level we are built for love and belonging, human connection and learning. It is our job as practitioners to ensure our 'Lens' is truly focused on how our practices meet the needs our community. By bringing our best self (showing up), as practitioners, we will work rigorously to understand the mechanisms necessary to allow our students to thrive. Our students will learn to 'Be Seen', developing personal confidence, and the ability to take autonomy over their future steps.

Our Leadership

Leadership in our school goes beyond a single person or team; it's a role and expectation for all.

Leaders build a cohesive school vision focused on student achievement and continuous improvement. They align all school activities with that vision. Leaders use data wisely, boldly shaping school structures to best meet student needs, celebrate joy in learning, and build a school-wide culture of trust and collaboration.

At Consilium Evolve we are ambitious for all our students and staff, and we look forward to welcoming you to our school.

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

About the Role

Job Title: Administration Manager & Exam Officer (PA Support to the Headteacher)

Start date: ASAP

Hours: 36 hours a week, all year round

Contract: Permanent

Salary: Grade 8 (SCP 23 – 26) (Actual salary £30,152 – £32,909)

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Evolve, part of Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking for an experienced, friendly and hard-working to join our team.

We are looking for:

- An inclusive individual, with high expectations of their students, who is committed to maximising rates of progress and has innovative ideas to support all pupils
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to HR@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Sunday 8th October 2023 at 9 AM.

Interviews will take place week commencing 16th October.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Administration Manager & Exam Officer (PA Support to the HT)
Based at:	Consilium Evolve
Grade:	Grade 8 (NJC scale points 23 – 26) £30,152 – £32,909)

Main purpose of the Role

Undertaking the role of Administration Manager and Exam Officer to ensure the safe and effective running of all operational aspects of the school office.

Core Responsibilities & Tasks

Main Duties and Responsibilities/Accountabilities:

Administration Management

- Lead and manage the school's Administration needs, including staff recruitment, induction and training.
- Manage administration functions to ensure efficiency and effectiveness in order to meet the needs of the whole school, including dealing with enquiries from parents and members of the public.
- Design and implement effective safe administrative systems and procedures for the administration.
- Responsibility for the implementation, and review of Administration related policies and risk assessments, ensuring compliance with relevant data protection policies/legislation
- Ensure archived records are maintained in accordance with GDPR regulations.
- Ensure staff absence is logged appropriately and review in line with policy triggers.
- To provide administrative and general support for whole school activities and provide excellent customer service to all.
- Manage, maintain administration functions and procedures linked to SEN, safeguarding and Governance.
- Ensure records are kept up to date for statutory returns such as the workforce Census.
- Ensure all staff records are maintained in MIS
- Management of full employee lifecycle processes and communications.
- Ensure Complaints Management Policy is fully adhered to and complaints managed until resolution.
- Recording of confidential minutes for LAB, SLT and Pupil Disciplinarys.
- Management of First Aiders and student medications.
- Liaise with central marketing team to deliver marketing strategies specific to school needs.
- Ensure all school systems are operating in terms of SLA/Contract arrangements.
- To assist with fixed term/permanent exclusion letters and documents when required. Updating pupil records with exclusion information.
- Other reasonable duties as may be required by the Headteacher.

PA/Administrative Duties:

- To provide day-to-day administrative support to the Headteacher and SLT in a discreet, highly confidential and professional manner including all letters, diary management.
- To act as an effective conduit for communication between Teaching & Non- Teaching staff
- To arrange meetings and operational arrangement for Senior Level events and appointments as required.
- To organise venues, resources and refreshments for the Headteacher.
- To accompany the Headteacher to a variety of meetings as required providing administrative support
- To make travel arrangements on behalf of the Headteacher.
- To be the first point of contact for all emails, letters, telephone calls made to the Headteacher and take detailed messages where appropriate (including using judgement to delegate to other Senior Staff)

- To answer routine enquiries from staff, parents and other agencies made to the Headteacher and to deal with them effectively, in the first instance wherever possible.
- To organise cover for absent colleagues as and when required
- Recording and processing of complaints as directed by the Trust's Complaints Policy.
- To effectively support the Trusts Governance Manager with all governance related meetings.
- Responsible for completion and submission of forms, returns etc., including those to outside agencies
- Produce, and respond to, correspondence such as whole school letters.

Examinations Officer

- Working with all teaching staff to support appropriate all year-round exams and all administrative duties attached.
- Downloading and importing results files into the Academy's MIS using the A2C client when results are released in August
- Preparation and distribution of results notifications for students on results day as well as resolving any queries with awarding bodies
- Collating the results for publication to stakeholders and the Trust
- Collating and preparing certificates for distribution on presentation evening
- Liaising with teachers to collect estimated entries for submission to awarding bodies
- Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into SIMS examinations manager and preparation of the relevant exam seasons for each academic year
- Liaising with Pathway Lead Teachers to collect information on courses being delivered and entries to be made with clear records to be kept to ensure the accuracy of entries and accountability of all parties involved
- Processing entries, amendments and estimated grades using SIMS examinations manager ensuring all deadlines are kept to and late fees are avoided for each examination season
- Liaise with facilities management to prepare the examinations rooms
- Preparation and development of a pupil handbook to include all relevant information of the exam series such as entry lists, timetables, notices and instructions for pupil conduct
- Preparation of seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance within statutory guidelines as well as managing the entry and exit of students into the examinations hall to ensure a calm and orderly examination.
- Liaising with the SENCO regarding candidates with SEN; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation
- Managing the receipt and secure storage of examination materials and ensuring we have sufficient materials and examination stationary for each season
- Checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent off using the Parcelforce yellow label service. Also packaging and posting any materials relating to controlled assessment, coursework etc.
- Using where possible the SIMS examinations manager for administration of all vocational qualifications, including entry and unit claims for all subjects. Where this facility is not available using the awarding body secure websites
- To resolve examination clashes in accordance with regulations
- To recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the JCQ and awarding bodies. Examination invigilators will need to be briefed before each examination
- To produce an overall examination timetable for each season and to distribute individual candidate timetables to students
- To develop and maintain the Academy's examinations policy, ensuring it is up to date and meets the JCQ requirements
- To meet with the JCQ inspector and ensure all the requirements are met to enable the Academy to pass the inspection
- To attend any meetings, training or development opportunities as required by the post.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification

Qualifications and CPD	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid qualification or willing to train	X	
Qualification in Business or Administration		X
Experience, Knowledge and Skills	Essential	Desirable
Experience of using school MIS systems		X
Experience of managing administrative processes	X	
Experience of managing, leading, organising and motivating a team.		X
Ability to persuade, motivate, negotiate and influence	X	
Able to respond flexibly and adapt to changing and challenging circumstances	X	
Ability to maintain strict confidentiality of information received and processed as part of the job role	X	
Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff	X	
Ability to formulate ideas and solutions and present them effectively to Head Teacher and Business Support Officer	X	
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good time management, with the ability to remain calm under pressure and work to deadlines	X	
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	X	
Good typing/word-processing skills	X	
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input	X	
Sufficient literacy and numeracy to write clear messages and to keep statistical records	X	
Clear spoken English	X	
Excellent telephone manner	X	
Previous secretarial/administrative experience supporting a team	X	
Previous experience of working in a complex, busy, service-driven environment		X
Experience of working in a school environment		X
Experience of dealing with the public face to face and on the telephone		X
Experience of operating a switchboard		X
Personal Attributes	Essential	Desirable
Able to work within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	

Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with attention to detail	X	
An enjoyment of working with and being in the company of young people	X	
Consilium Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X	
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	

