



 **ERDINGTON**
ACADEMY

EXAMINATIONS OFFICER

Candidate Information Pack

PART OF THE FAIRFAX MULTI-ACADEMY TRUST

 **FAIRFAX**
MULTI-ACADEMY TRUST



10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

WELCOME - CEO of the Trust

Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A stylized handwritten signature in black ink, which appears to read 'Chris Stevens', followed by a long horizontal line.

Mr. Chris Stevens
Interim CEO | Fairfax Multi-Academy Trust

WELCOME – Head of the Academy

Dear Candidate,

Thank you for your interest in Erdington Academy. Erdington Academy is a comprehensive school that has a rich history, is rooted in the community it serves and has an ambition to become one of the leading schools in the West Midlands, indeed the country.

At Erdington Academy, we are committed to high standards of presentation, behaviour and achievement. A calm, purposeful environment is the key to successful learning and achievement. We are unashamedly ambitious. Our curriculum has an academic focus and we have close links with local universities, colleges and businesses.



The school is a tolerant community that welcomes all and celebrates diversity. We believe that every child can achieve their potential and we work hard to ensure that all our students will strive to be the best they can be.

It is an exciting time for the Academy within the Fairfax Multi Academy Trust. Erdington Academy is a dynamic and rewarding place to work; you really can make a difference.

Yours sincerely

Simon Mallett
Head of Academy

CONTEXT - Our school

Our vision is clear, consistent and simple to understand. We expect excellence from our students and in return we aim to give them a challenging and enjoyable learning experience.

Dedication

We are relentless in making a life changing difference for our students because we care about young people.

Excellence

We know that excellent outcomes are a result of excellent habits.

Ambition

We all set challenging goals and expect everyone to go the 'extra mile' to achieve their best.

Integrity

We are truthful, sincere and open: we say what we mean and we always act with honesty and openness.



Teaching and Learning at Erdington Academy

Our dedicated teachers go the 'extra mile' because we are relentless in making a life-changing difference for our students. Teaching at Erdington Academy aims to secure deep learning and high-quality student outcomes in an atmosphere of discipline, courtesy and respect. Routines and structures are integral because we know that excellent outcomes are the result of excellent habits. Accurate assessment and quality feedback are also important and we set challenging goals and support students to achieve them.

CPD is strong and our teaching staff is dedicated to always enhancing practice through development and coaching to provide excellence for our students.

"Learning is the main business of the school" – Ofsted (June 2015)

Facilities

Erdington Academy is blessed with a wide range of facilities to support the learning of our children. Our staff take great pride in their classrooms ensuring the learning environment is stimulating and reflects the standards of work we expect.

Curriculum

We are proud of our broad and balanced curriculum that aims to equip every child with the knowledge and skills to make a positive step in the world. We place great emphasis on acquiring and mastering core skills in English and Mathematics to raise standards. We ensure that all students have the opportunity to try the full range of subjects to enjoy new experiences and we also have an extensive extra-curricular programme.

For a breakdown of historic school results and our latest Ofsted reports visit
www.erdingtonacademy.bham.sch.uk

This is an exciting time in the life of Erdington Academy. From September 2016 we officially became an academy within the Fairfax Multi Academy Trust, which includes three secondary schools. This further enables the academy to share and develop practice as part of a wider group of academies and partners.

We are looking for enthusiastic and hardworking staff to join us on our journey to outstanding.

Job Title: Examinations Officer

Required: January 2019

Contract: Permanent

Salary: Scale 5 (FTE - £23,836 - £24,799) Actual Salary - £21,302 - £22,163)

Hours: 37 hours per week, term time only plus 5 days

The post holder will provide comprehensive administration and organisation of internal/external examinations. The role also involves supporting the Data Manager in the administration of student data entry, reporting and timetabling.

The successful candidate will be well organised and able to work to their own initiative, with a proactive and flexible approach.

Erdington Academy is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will therefore be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS) as well as providing evidence of qualifications.

To apply, please complete the online application form on www.tes.com

To arrange a visit, please contact 0121 373 1080.

Closing date: 10am Friday 6 December 2019.

Post Title	Examinations Officer
Salary Range	Scale 5
Accountable to	Data Manager
Leading & Managing	Exam Invigilators
Working Time	Full Time
Liaising with	All staff as and when required
Purpose	Responsibility for the administration, organisation and smooth running of all public examinations and internal examinations where appropriate. Supporting the Data Manager with all aspects of the schools assessment and reporting system and whole school data.

Duties and Responsibilities (Exams)

- To liaise with Associate Assistant Headteacher's and Subject Leader's regarding examination entries, circulating information as necessary.
- To create and publicise the appropriate examination timetable for external and internal examination series, to compile seating plans, briefing students and staff where appropriate.
- To liaise with the Assistant Headteacher (Operations) regarding the requirements for external invigilation staff, organising rotas as appropriate.
- To lead the team of external exam invigilation staff, including providing training as necessary.
- To be responsible for maintaining records of examinations register listing QAN code, students entered and proposed costs.
- Ensure accurate QAN, course duration and student information is maintained for post-16 students.
- Apply to awarding bodies for special arrangements for students with SEND through liaison with the SENCO.
- Ensure examination procedures are followed and maintained including the appeals procedure.
- To ensure the school is compliant with JCQ regulations. To lead on all JCQ inspections during exam series.
- To co-ordinate examination room arrangements.
- To co-ordinate post-examination appeals, liaising with Associate Assistant Headteacher's, Subject Leader's and students and dealing with all telephone calls and correspondence.
- To co-ordinate the publication and distribution of results, collation for individual student envelopes, collation for Heads of School and Deputy Headteacher.
- To develop the use of SIMS.net and exam board websites in relation to external examinations. Maintain staff log-ins and train staff to using online exam boards' results analysis.
- To brief staff regarding examination issues and provide ICT with updated information as required.
- To meet regularly with the Head of Academy or Deputy Headteacher to discuss examination related issues.
- To support the Data Manager in allocating the examinations budget and ensure that examination arrangements are efficient and cost effective. To report all additional examinations expenditure to the relevant parties.
- To routinely assist with half termly and annual reporting cycle, including assistance with report checking, proof reading and collation of reports.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Duties and Responsibilities (Data)

- To work with the Data Manager on the collection of assessment data.
- To assist the Data Manager with the production of reports to parents.
- To support the Data Manager with the analysis of external and internal data.
- To assist with the completion of statutory returns e.g. CENSUS
- To support the Data Manager with the maintenance of the schools SIMS system.
- To support the Data Manager with timetabling and group setting.

General

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.
- Perform any other such duties as the Head of Academy may from time to time determine.

Note: Erdington Academy is committed to safeguarding and promoting the welfare of children.

Full DBS clearance at enhanced level, satisfactory employment references as well as identification and qualification checks will be required before commencing duties.

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

	Essential	Desirable
Education & Training	A good general education to GCSE level or equivalent, including Maths & English GCSE or A Level.	NVQ administration qualification to level 3
Experience	Experience of complex administrative process and procedures within an educational environment or public sector.	Experience of working in an examination department of a secondary school or a further education provider. Experience of working with SIMS.Net
Skills & Attributes	Excellent organisational skills, proficient in ICT - Word, Excel, email, Outlook. Effective verbal and written communication skills. Good analytical skills. Identifying and implementing best practice, developing new policies and procedures and adapting existing systems.	Use of the SIMS.net Examination Module. Familiarity with JCQ regulations
Personal qualities & aptitudes	Be able to communicate with staff and students in a confidential and calm manner. Ability to work under pressure and meet deadlines. The ability to prioritise own time, with an emotional resilience when working under pressure to tight deadlines with a sense of balance and perspective. An understanding of the use of data. Ability to work independently without supervision. Good time management. High attention to detail. Demonstrate enthusiasm and a willingness and interest in learning new skills. Ability to plan effectively. Ability to manage and organise resources including time. Adaptable to change.	

