



Academy Administrator (general and exam)
and Invigilator
Permanent
INFORMATION PACK FOR CANDIDATES



Dear Applicant

Thank you for your enquiry regarding the position of **Academy Administrator (general and exam) - Invigilator** at Oasis Academy John Williams.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the Application Form – (CVs are not accepted) and return it to Claire Warren, HR Lead, by either of the following ways:

Email: hr@oasisjohnwilliams.org

Post: Oasis Academy John Williams
Petherton Road
Hengrove
Bristol
BS14 9BU

The closing deadline for applications is no later than **9.00am on Thursday 31 October 2019**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held on **Tuesday 5 November 2019**. If you have not been invited to attend by **Monday 4 November 2019**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyjohnwilliams.org, or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Warren', is positioned above the printed name.

Claire Warren
HR Officer



Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

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

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or other relevant investigating bodies.

Academy Administration Support (general and exams) - Invigilator

Job Description

Post:	Academy Administration Support (general and exams) -	Salary:	Starting Salary SCP 5 £18,795 Actual Salary £16772
Location:	Oasis Academy John Williams	Working Pattern:	Full Time Term Time plus 2 weeks
Disclosure Level:	Enhanced		PERMANENT CONTRACT

Job Purpose:

To provide effective and high quality administrative support to promote efficient delivery of the purpose and mission of the Academy. To support both the Academy's internal exams processes throughout the year and the formal exams during the Spring and Summer term.

Responsible to:

- Executive Assistant/HR Operations Manager
- Data Manager/Exams Officer

Specific Responsibilities:

- To respond to a range of routine and more complex written, telephone and 'face to face' enquiries, including referrals from the Academy's reception service, from a variety of sources (internal/external) either directly or by referral of items requiring policy evaluation to an appropriate colleague/section to ensure satisfactory resolution.
- To accurately operate a PC to amend/manipulate/develop: spreadsheets, databases and other computer applications, including Bromcom, to produce data and statistical information and reports for management, as required, in addition to supporting the overall objectives of the team.
- On an ad hoc basis, to compose, type and distribute routine and more complex correspondence. To prepare more specialist/technical draft documents for approval as directed. Ability to take notes to support colleagues.
- To undertake general office duties to include: opening and sorting of post; filing; photocopying and collation of documents; maintaining office diary; monitoring/ordering of stationery as required; cash handling, collection and reconciliation; maintaining a petty cash float as required.
- As appropriate, dependent on workload and the organisation of the support team, to provide guidance and support to colleagues on processes and procedures to complete administrative and clerical tasks. To allocate and prioritise work for colleagues.
- As appropriate, dependent on workload and the organisation of the support team, to undertake reception duties as defined in by Oasis Academy John Williams
- Ensure secure handling of confidential data and information to comply with council policy and with the data protection act.

Exams Invigilator Specific Responsibilities: (please note that this part of the role could be full time during specific times of the academic year)

- To set up examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office
- To ensure candidates obey the regulations of an examination room as laid out in the JCQ examination guidelines
- To maintain security and confidentiality
- To record attendance on the examination seating plans
- To ensure no inappropriate items are brought into the examination room, such as personal stereos, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators DO NOT help candidates in any way with the question paper
- To assist in other activities as may reasonably be requested by the centre from time to time
- All exam invigilators will be required to undertake full training for this position

Safeguarding Children

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

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience • First Aid trained or willingness to be trained 	<ul style="list-style-type: none"> • Post 16 educational qualifications • Experience of using Bromcom
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Self-motivated and committed to self-development • Successful experience of working in an office environment or similar • Experience of working on reception or in a customer facing role • Experience of working effectively within a team • Experienced in taking minutes at meetings and producing accurate meeting notes • Proficient in the use of Microsoft packages Word/Excel • Good ICT skills and a high level of attention to detail • Good written and oral communication skills • Excellent telephone manner • Calm and adaptable with an ability to work within a flexible and busy environment • Good organisational, prioritisation and time management skills • Ability to work in an environment which requires a high level of confidentiality 	<ul style="list-style-type: none"> • Experience of working within a school environment • Evidence of independent work • Experience of effectively working with the public students/community environment/customer focused environment • Proficient in the use of e-mail and the internet
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Energy, enthusiasm and flexibility • Calm and adaptable with an ability to work within a flexible and busy environment • High level of discretion and confidentiality • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks 	

	<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• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours, which flow from the Oasis Community Learning ethos.	
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