

# BRAMPTON COLLEGE

INDEPENDENT SIXTH FORM COLLEGE

EXAMINATIONS OFFICER



## THE COLLEGE



Brampton College is a leading independent sixth form college, located in North West London and was founded 30 years ago by the Principal, Bernard Canetti. The College remains a privately owned, family business, and as such is not answerable to Governors or outside owners.

Brampton has an outstanding record of academic success and has consistently been the most successful sixth form college in London, coming top of the Department for Education league tables for the past 19 years. The College provides the highest academic standards and individual care in a friendly, encouraging and supportive environment. Currently there are 220 students on roll and 80 members of staff.

### Location & Facilities

We are situated in attractive period buildings close to the amenities of Hendon. The buildings have been designed to meet our requirements and include four laboratories (all of which have been recently refurbished), a purpose-built art studio, excellent computer facilities, a library, main hall, staff rooms and student common room.

### Our Results

In 2019, 46% of A Level results were A\*/A grades and 77% were A\*-B grades. Brampton College came 3rd nationally in the DfE performance table of independent sixth form colleges in 2019 and has come top of all sixth form colleges in London for the last 19 years, ranked on average point score per A Level. Please view the downloadable document for more detail. We have a strong record for female students pursuing STEM subjects at university and, overall, this year, 62% of our students gained entry to their first choice university, including for Medicine, Dentistry, Engineering, Economics and Maths, with 69% progressing to Russell Group Universities.

### ISI / Ofsted Inspection

Our last inspection by ISI was in January 2012, where the academic and other achievements of the students, as well as their personal development and the governance of the College were all judged to be excellent.

The report commented:

*'The College is highly successful in achieving its aims of fostering high academic outcomes and at the same time boosting students' capacity for vigorous independent academic effort and personal organisation'.*

The College was also inspected by Ofsted in February 2009. Again, both quality of education overall and the quality of teaching and assessment were judged to be "outstanding". (Please see downloadable attachments).

*"Brampton has given me more than a second chance. They've set me up for my future. The teachers here turned things around for me. They are so passionate and make the topics so interesting. I never experienced this elsewhere and I didn't want to let them down."*

Georgie Done obtained A\*AA and a place to study History at UCL.



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### JOB DESCRIPTION

We are looking for a dynamic, enthusiastic individual to join the College and make a positive difference to the teaching and learning of young people. The successful candidate will work with the Vice Principals, the Director of Studies and the Head of Learning Support to ensure the successful delivery of all aspects of academic assessment within the College.

This post offers the opportunity to show outstanding organisational and analytical skills while building strong relationships with the Senior Leadership Team (SLT), teaching and administrative staff. This role will therefore suit someone that enjoys logistics and has a keen eye for detail although prior experience of assessment data is not essential.

We will consider both full and part-time candidates.

#### Main Purpose of the Job:

- Completing all the administration required for students to sit their public and internal examinations.
- Disseminating information to, and answering enquiries from staff, students and parents/carers regarding all aspects of the examinations cycle.
- Collation and analysis of public examination results, internal assessments and value added data for all students to provide reports to management as required.
- Maintaining student records in the Management Information System.
- Collating information regarding Special Educational Needs, and assisting the Head of Learning Support in making access arrangement applications.
- Collating information regarding applications for Special Consideration.
- Providing occasional administrative support to the Main Office and Management Team. Some flexibility in working hours during examination periods is desirable.

#### In particular, the role involves:

- Maintaining, monitoring and reporting on student assessment and attendance data in the College Management Information System.
- Co-ordinating all logistics to deliver the College's regular testing and internal examination programme including the rooming and invigilation. (Timetabling is completed by the Education Co-ordinator).
- Maintaining the assessment year calendar.
- Disseminating information, answering enquiries and dealing with any complaints regarding external examinations with staff, students and parents/carers in liaison with the Vice Principal for Science & Mathematics.
- Maintain all relevant examinations policies.
- Collating and submitting entries for external examinations to Awarding Bodies.
- Providing an examination timetable including the resolution of clashes.
- Briefing candidates on examination regulations and producing written guidelines for staff and students.

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### JOB DESCRIPTION CONT.

- Managing the daily running of external and internal examinations.
- Organising and providing secure custody of examination stationery and materials.
- Ensuring rooms are in an appropriate state of readiness before the start of each examination.
- Collecting and dispatching completed scripts.
- Arranging invigilation, including briefing and training invigilators
- Being available during the College enrolment period (from Monday preceding A-level results until the end of September) to:
  - Oversee the distribution of results to candidates and staff ,
  - Manage all Post Result Services requests
  - Liaise with Universities as required
  - Collate the examination history of newly enrolled students
- Overseeing the checking and distribution of certificates.
- Liaising with the Bursar on all matters relating to examination fees.
- Liaising with Ofqual, "The Exams Office" and Joint Council for Qualifications; attending awarding body and other INSET training meetings, etc. to ensure compliance with the latest regulations for external examinations and any data protection legislation as may be in force from time to time.
- Liaising closely with the Head of Learning Support to advise and administer applications for Access Arrangements
- Facilitating the use of Access Arrangements for all internal and external exams in liaison with the Head of Learning Support
- Ensuring that all students Special Educational Needs are recognised under exam situations and all students are given an equal opportunity to complete examinations to the best of their ability
- Proactively responding to queries from teachers, parents, and students regarding the use of, and need for, Access Arrangements
- Liaise with other schools & colleges to ensure continuity of support when transferring students with SEND
- Any other duties as directed by management, for example,
  - Providing administrative support to all College events and meetings (occasional evening working may be required)
  - Providing administrative support to the College's leadership team, teachers and other members of staff.
  - Providing support with marketing material and data management
  - Providing occasional cover for other administrative functions
- Ensuring the safety and well-being of students at the College by adhering to and complying with the College's Safeguarding and Child Protection Policy at all times.
- Participate in meetings at the College which relate to the curriculum for the College, the administration or organisation of the College. These include:
  - Accessibility meetings
  - Relevant meetings with Senior Management team

**Please note that no annual leave will be permitted between mid-August and the start of the September term in any year.**



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## PERSON SPECIFICATION

- The ability to work independently and under your own initiative
- Confidence in dealing with students and teachers
- Extremely well organised
- Excellent attention to detail
- Accurate data entry
- Flexible and willing to learn and take on new responsibilities as and when required
- An interest in wellbeing and a personal commitment to ensure the safeguarding of our students
- Punctuality and reliability

## FURTHER DETAILS

### Start Date

**February 2021** (or later by arrangement)

### Remuneration Package

An attractive remuneration package, including annual bonus.





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## HOW TO APPLY

### Closing Date for Applications

**Tuesday 26th January 2021**

### Submitting Your Application

**We ask that you complete the Brampton College Application Form**, a copy of which can be downloaded from the TES.

Applications should be made to the Principal's PA, Josie Mulkerrin via [jmulkerrin@bramptoncollege.com](mailto:jmulkerrin@bramptoncollege.com), no later than **close of business on Tuesday 26th January 2021**.

For an informal discussion about the post, please feel free to telephone Josie Mulkerrin, PA to the Principal, on **0208 203 5025** or via email [jmulkerrin@bramptoncollege.com](mailto:jmulkerrin@bramptoncollege.com)

### Interviews

**The College may choose to interview prior to the closing deadline, so early applications are strongly encouraged.**

It is anticipated that short-listed candidates will be invited for an interview from **Tuesday 26th January 2021**.

*Brampton College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the receipt of an enhanced DBS certificate and other relevant registrations and clearance.*

## HOW TO FIND US

