



**The Trafalgar
School** AT DOWNTON

Applicant Information Pack

ADMIN ASSISTANT - EXAMS & DATA



Dear Candidate

Thank you for your interest in the position of Admin Assistant for Exams & Data at our school.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest. Our July 2023 Ofsted report opened with "The Trafalgar School is a truly a community school", indeed many of our colleagues choose to live within the surrounding villages as part of the community that we serve.

At The Trafalgar School every individual matters irrespective of background and ability. We believe in the unlimited potential of every child and have developed a well-deserved reputation for delivering high-quality teaching and learning within a caring and nurturing environment. This results in some exceptional outcomes for our students - both academic and more holistically.

Our school ethos is built firmly on our values and vision for young people, which you can find out more about in the enclosed recruitment information. Our aim is to develop open-minded, flexible, resilient individuals, with the knowledge, skills and attitudes to be successful in tomorrow's society. Our vision is to "empower young people to be the source of their own success" and our staff relish the privilege that comes with this commitment.

We are fortunate to have outstanding, forward-thinking staff, who continually develop their practice and we are now seeking an admin assistant to join our administrative team. This position is available full-time or part-time; 30 - 37 hours per week to be worked over 5 days. We would welcome a discussion around flexible working to ensure we recruit the right candidate.

The Trafalgar School is proud to be a part of Magna Learning Partnership; our MAT. Our partnership of schools work collaboratively and this may afford the exciting opportunity to work in more than one school as the need arises, as well as provide opportunities for further career progression.

To apply for this position, you should complete the Application Form via the TES portal. The link is on our website's recruitment page. Your supporting statement should explain your reasons for applying for this position, your relevant qualifications and experience to date and what you can bring to the role of Admin Assistant and to our school - what difference you would make.

I hope you gain a sense of our ethos and values from the information contained in this Information Pack. Should you like to have an initial phone conversation or online meeting with me, prior to applying, please contact Rachel Reeves, Operations Manager by email - r.reeves@trafalgar.wilts.sch.uk

The recruitment for this position will end when a suitable candidate has been appointed.

I very much look forward to receiving your application.

Jy Taylor

Headteacher



Data
informati

Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success



Our Values



Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

STRONG AND SPIRITED

They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

GIVING

They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

DETERMINED

They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

COMPASSIONATE

They care about others and themselves and understand that sometimes people need our support.

ENTHUSIASTIC

They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

TRUSTWORTHY

They strive to do what is right and value honesty and trust.

RESPECTFUL

They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

OPEN-MINDED

They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.





Our Strategic Plan

Our purpose is to empower students to be the source of their own success. We will do this by:

SAFEGUARDING

1. Providing a healthy, safe, supportive and happy learning environment so that all students have the opportunity to grow emotionally, socially, morally, intellectually and spiritually.

WELLBEING

1. Building positive relationships and a strong community so that all stakeholders feel valued and a sense of belonging
2. Upholding high standards of behaviour so that all students have a moral understanding and a sense of civic responsibility to make the world a better place
3. Promoting the physical, mental and emotional health of the child and the importance of a positive mind-set so that all students live long and happy lives
4. Teaching students to 'fail well' so that all students can rise to a challenge and are able to overcome barriers and setbacks.

CURRICULUM - 'BUILDING CULTURAL CAPITAL'

1. Sharing a passion for our subjects and a love of life and each other so that it inspires others
2. Developing 'academic habits' so that all students become highly effective people
3. Delivering a curriculum that is knowledge rich and secured through application so that all students can both develop and demonstrate their understanding and capability
4. Providing teaching (and assessment) of the highest quality so that it motivates, stimulates, builds confidence and ultimately enables students to think and act for themselves
5. Providing a co-curriculum that builds character and develops lifelong interests.



Exams and Data

Our exams and data team are a crucial part of the success at Trafalgar School. The last decade has seen an ever-increasing demand on our young people to sit high-stakes terminal exams, the results of which allow them to seize opportunities to fulfil their future career ambitions. Ensuring that our students' experience a professionally organised and smoothly run exam series is at the heart of enabling them to perform to the best of their abilities in the exam environment. In preparation for this, sitting practice (mock) exams in a 'realistic' setting throughout their school career gives our students the confidence to perform as well as they can when it comes to the "real thing".

Working under the guidance of our Exams and Data Officer and alongside an exceptional team of experienced administrators and invigilators, the Exams and Data admin will provide expert administrative support to the team in both the preparation for and running of exams as well as providing administrative support for our internal assessment processes including data entry, analysis and reporting.

As a part of the wider administrative team, this role also provides administrative support to our Admissions Administrator as needed and will benefit from working alongside experienced colleagues. The post provides an excellent opportunity for a colleague looking to move into school administration and the role requires colleagues to develop an understanding of exam regulations alongside data protection law and compliance. Equally a colleague experienced in a school setting will relish the opportunity to work in a high-performing yet friendly and supportive school which has its children at its heart.



Terms of position

- **Position:** Permanent full-time or part-time
- **Hours per week:** 30 - 37 hours. To be discussed at interview Monday - Friday
- **Working weeks per year:** 40 weeks (38 term, 1 week in August and 1 week training days)
- **Paid weeks per year:** 46.00
- **Pay scale:** MLP Support Grade E point 6.5 (FTE £25,384)
Actual pay £18,156 on 30 hours
- **Start date:** May 2025
- **Responsible to:** Exams & Data Officer

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes - Teacher Pension Scheme and Local Government Pension scheme
- Cycle to Work scheme
- Wiltshire Rewards scheme
- Benenden Healthcare scheme
- Discounted gym membership - Parkwood, Salisbury
- Employee assistance phone line - support with health, financial and legal issues
- MLP has signed up to the Department of Education's Wellbeing Charter



Recruitment Equity



Safer Recruitment

The Trafalgar School at Downton is committed to the safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Diversity

The Trafalgar School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

Online Checks

Online searches of information that is publicly available online will be carried out for all shortlisted candidates.

Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Pack) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (role dependent), lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations for teachers prior to moving forward to formal interview with the Headteacher. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in the application form.

References

References from current employers will be taken for shortlisted candidates, and where necessary, employers may be contacted to gather further information. Without satisfactory references, an offer of employment will not be confirmed.

Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, this may be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the Academy with the opportunity to monitor and review the performance of new staff and in terms of their commitment to safeguarding and relationships.