



EXAMS ASSISTANT - Part-time, with the flexibility to work 5 days during the exams season

Candidate Information Pack



PART OF THE 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 – *Head of Academy*

Dear

Candidate

Education is the bedrock for a successful and fulfilling life. Our aim is to prepare each and every student to succeed in a 21st Century workplace and have the skills and competencies to do this. Our broad and balanced curriculum underpins our ethos of creativity, innovation and mastering of the basics; reading, writing, communicating and mathematics.



We are proud of our pedigree both locally, nationally and internationally through our endeavours with the Duke of Edinburgh Award, World Challenge Expeditions and cutting edge Teaching and Learning initiatives. Our House system provides the support, challenge and competition to help students develop the confidence to achieve more and our Annual Eisteddfod celebrates our artistic talent. Fairfax succeeds in a variety of local and national sport team events; including our physically disabled students who regularly take part in regional Zone Hockey competitions.

My personal aim is to ensure that each student's individual experience is as enjoyable and rewarding as possible. I believe in the basics and will relentlessly pursue excellence in punctuality, behaviour, uniform and respect for one another. The mantra of 'All of us, all of the time' resonates throughout Fairfax in everything we do.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'DB' followed by a flourish.

Debbie Bunn
Head of Academy

January 2020

Dear Applicant

Re: Exams Assistant

Thank you for your interest in the above post. Please find enclosed:

Application form
Recruitment Monitoring Sheet
Job description
Person Specification
An introduction to Fairfax School
Support Staff Information

The closing date for this post is Friday 24th January 2020 at 09:00.

Completed application forms should be returned to Jenny Piper, HR Manager. If you have any queries prior to completing your application form, please contact Jenny on 0121 378 1288 ext. 3233.

We have regularly attracted large numbers of quality applications over the past few months. Consequently we are unable to respond to each applicant. If you have not heard from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.

Fairfax 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 all successful applicants.

We look forward to hearing from you.

Yours faithfully



DEBORAH BUNN
Head of Academy

CONTEXT - *Our school*

Fairfax Academy is much larger than the average comprehensive school. It serves the area of Sutton Coldfield which has retained two selective grammar schools. The proportion of students with special education needs is below average. However, the proportion with a statement of special educational needs is much higher than average because the school manages specially provision for students with a range of physical disabilities. The proportion of students known to be eligible for the pupil premium is average, as is the percentage of students from minority ethnic groups.

POSITION – *Exams Assistant*

Support Staff Team

An unusually large, diverse and effective range of support staff bring additional quality, care and expertise to our educational provision. A team of Teaching Assistants work with students in and outside of lessons.

A large range of other support staff are employed to manage the school's finance, payroll and HR functions, to provide IT support, administrative and technician support as well as caretaking, grounds, cleaning and in-house catering and lunchtime supervision.

In all there are around 59 support staff and the team continues to adapt to the changing needs of the school. All staff benefit from the clear line management structure and regular opportunities for training and development. Full induction programmes and a mentor are provided for all new appointments.

Support staff are fully integrated into the life of the school. They are involved in all of the school's training days, whole school discussion groups and staff meetings. Support staff are encouraged to become involved in the day to day life of the school community and play significant roles in the numerous House activities, sports and extracurricular events (including educational visits).

The person appointed will have a 'can-do' attitude and a commitment to working as part of a team to meet standards. They will conduct themselves in a professional manner and be able to build and maintain effective relationships with staff, pupils, visitors and the community we serve. Ideally, they will have similar experience of working within a school environment but must be able to demonstrate excellent skills to fully undertake the duties on the job description.

POST - *Person Specification*

	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 Evidence of SIMS.Net training
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.	

Note: Fairfax 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.

SUBJECT – Job Description

DEPARTMENT	Data Team
RESPONSIBLE TO	Exams Officer
LINE MANAGEMENT OF	No one
WORKING HOURS	19.75 hours per week with half an hour unpaid lunch break
WORKING PATTERN	Worked over three days: 08:15 until 15:15, Term Time plus 4 days to include exams results days.
SALARY	FMAT Pay Scale – Scale 3
HOLIDAY ENTITLEMENT	A paid entitlement of 25 days annual leave and eight statutory holidays (to be taken during school holiday periods)

JOB PURPOSE

To support the Exams Officer in all aspects of the organisation and administration of all internal and external examinations within the School.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1 KEY DUTIES

1. To support Exam Officer in all aspects of the organisation and administration of all internal and external examinations.
2. Apply to awarding bodies for Special Arrangements for candidates requiring modified papers.
3. Organise exam materials, providing safe custody of and organising examination materials, including question papers, in accordance with regulations.
4. Prep dispatch of exam papers post exams in time for collection.
5. To assist with the training of all exam invigilators.
6. Arranging Invigilators/requirements for exams.
7. Answering enquires from students/staff and parents.
8. Processing Special Consideration requirements.
9. Any other reasonable duties relative to the role.

N.B. The allocation of these duties is provisional and is subject to regular review. At certain times of the year workloads will be heavy and some flexibility in working arrangements in overtime will be necessary.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. 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.
3. 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.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.

6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy and Information and Systems Manager may from time to time determine

Fairfax 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 all successful applicants