

# Recruitment Pack

Ellis Guilford School

EXAMS SUPPORT OFFICER



ELLIS  
GUILFORD  
SCHOOL  
*Creative  
Education  
Trust*

## Dear Colleague



Thank you for your interest in the vacancy for Data Manager at Ellis Guilford School.

I joined Ellis Guilford School as Principal in January 2019. It is a great honour and privilege to be asked to lead a school of nearly 1400 young people. We are undergoing a period of change over the next two to three years to ensure that, once again, Ellis Guilford is a school

that the local community can be very proud of.

Central to this improvement is the development of staff skills to meet the demands of the 21<sup>st</sup> Century curriculum. I consider the next few years will be an exciting time for all the staff and students here. We are looking for people to join us who are committed to making a difference to the lives of young people, many of whom come from disadvantaged backgrounds. They deserve our support and encouragement and the reward for staff when they witness the changes that can be made are immense.

If you are passionate about changing the lives of young people we would like to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people we would very much like to hear from you.

If you would like to discuss this role further, please contact our HR team on [recruitment@ellisguilford.nottingham.sch.uk](mailto:recruitment@ellisguilford.nottingham.sch.uk) or 0115 913 1338.

Yours sincerely,

A handwritten signature in black ink that reads 'D Powell'.

David Powell

“The curriculum provides for pupils’ spiritual, moral, social and cultural development.”  
Ofsted 2018

You can find out more at:  
[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

**You can find out more at:**  
[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)



# ABOUT ELLIS GUILFORD SCHOOL



**We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.**

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

## **Our on-site facilities include:**

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



## **Summary of Ellis Guilford Schools Progress Scores in 2017/18:**

- Progress 8 score: **-0.97**
- Attainment 8 score: **34.8%**
- Pupils entering EBacc: **23%**
- Staying in Education or entering employment: **97.8%**



To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the education they deserve.**

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.



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# EXAMS SUPPORT OFFICER

## JOB DESCRIPTION

### LOCATION

Ellis Guilford School, Nottingham

### SALARY

Grade F (Points 20 – 24) £25,295 - £27,905 (pro rata)

### THE ROLE

To be a member of the Assessment Team with responsibility for examinations.

Under the direction of a member of Senior Leadership Team, organise and deliver the examination process in the school through carrying out administrative duties relating to all aspects of examination entries and results, to assist teaching staff or pupils with any queries relating to examinations and to seek ways of improving quality in all aspects of the work.

### REPORTING LINES

The post will report to the Business Service Leader: Data & Exams

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Open, sort, distribute or respond to any post received from the examination's boards.
- Maintain and update all paper work concerning public examinations.
- Ensure school is compliant with latest examination policies.
- Deal with telephone calls relating to examinations.
- Collate examination entries and registrations from the Heads of Departments and send this information to the external examination boards (this may include external entries and coursework marks).
- Update the diary and the exam board timetables with forthcoming exam dates.
- Ensure that there is a seating plan and invigilation documents for each exam scheduled.
- Ensure that the correct number of exam papers arrive in time and are securely stored.
- Order exam stationery.

- Check, label and seal exam papers ready for posting.
- Support teaching staff in the process of obtaining, sorting and distributing exam results to the pupils and staff.
- Plan for and attend work for the Results week in August.
- Download, print and prepare results for pupil collection.
- Collate information for the Senior Leadership Team regarding internal exams.
- Answer staff queries regarding exams and, if necessary, contact the relevant exam boards.
- Order syllabuses as and when required.
- Deal with any pupil enquiries regarding results or exam entries.
- Collate and process the necessary paperwork for Enquiries about Results, the return of scripts/photocopies.
- Process invoices received from examination bodies.
- Process invigilators' timesheets.
- Record and maintain records of postage and other costs incurred.
- Recruit and train exam invigilators.

### EXAM ORGANISATION

- Organise invigilators, ensuring that they are aware of the examinations being sat at a particular session, the length of each examination, who the candidates are for each examination, and of any special arrangements made for particular candidates.
- Under the direction of the Business Service Leader: Data and Exams, organise sufficient and appropriate examination rooms in accordance with national regulations.
- Under the direction of the Business Service Leader: Data and Exams, arrange for examination desks and chairs to be set out.
- Arrange for the appropriate notices to be displayed in and outside the examination rooms.
- Check that sufficient invigilators are present.

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## SUPPORT FOR PUPILS WITH ADDITIONAL NEEDS

- Liaise with the Special Needs Co-ordinator, assist the Senior Leadership Team to ensure that candidates with special education needs are not disadvantaged.
- Liaise with the Special Needs Co-ordinator, candidates and parents with regard to any special arrangements that may be required.

## SUPPORT FOR EXAMINATIONS

- Register pupils undertaking BTec and similar courses.
- Be aware of any financial or academic implications if deadlines set by the examination bodies are overrun.
- Where necessary, arrange for pupils who have studied a subject elsewhere, to sit their examination at school.
- Inform staff, candidates and parents of examination details, including timetables, venues and seating arrangements.
- Identify possible examination clashes, make appropriate alternative arrangements that maintain the security of the examination and inform candidates of the changes.
- Answer queries from candidates, staff and parents regarding examination details.
- Maintain an overview of all regulations relating to public examinations, attend appropriate meetings and to advise the Senior Leadership Team of changes required in the schools procedures.
- Liaise with the examination boards over any queries they may have with regard to entries, marks or results, pass this information to a member of the Senior Leadership Team.
- Report to the head teacher and the Examination Board any suspected or confirmed breaches of the examination regulations.
- Keep under constant review examination procedures and make recommendations to the Senior Leadership Team of potential improvements.
- Prepare an examination timetable for students.

## SUPPORT FOR RESOURCES

- Be responsible for the receipt, checking and arranging for secure storage of examination papers received from examination bodies.
- Ensure that sufficient supplies of examination stationery, including specialist data books, are available.
- Prepare examination papers, examination stationery and other materials required for individual examinations.
- Co-ordinate the checking of completed examination scripts and dispatch to examiners within specified deadlines.
- Liaise with Heads of Department with regard to the collection of coursework marks and their dispatch to examination boards within externally set deadlines.
- Co-ordinate with Heads of Departments the collection and dispatch of candidates' coursework to external moderators, as directed by examination boards.
- Process examination results and to make arrangements for their distribution to candidates, senior staff and departments, maintaining accuracy and confidentiality.

## SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional development as required.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

# EXAMS SUPPORT OFFICER PERSON SPECIFICATION

	Essential
Qualifications	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• NVQ3 Business and Administration or equivalent qualification in a relevant discipline.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in an administration function.</li> <li>• Experience of administering school examinations desirable.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies/practices and external regulations.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Good communication skills.</li> <li>• Ability to influence others.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>
Behavioural Attributes	<ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>• Commitment to inclusion and diversity.</li> </ul> <p>Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>

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