



Humphrey Perkins
School



Exams and Data Officer

Recruitment Information

Employment Status	Permanent
Hours / Weeks	8.00am – 4.00pm (Mon – Thu) 8.00am – 3.30pm (Fri) 37 Hours Per Week. Term Time (+ 74 Hours)
Required From	ASAP
Job Location	Humphrey Perkins School, Barrow upon Soar
Salary	Grade 9 (£24,801 full time equivalent)
Application Closing Date	Monday 16 th December 2019 (12.30pm)
Interviews	Wednesday 18 th December 2019





Welcome to Humphrey Perkins!

Humphrey Perkins School, an 11-16 academy in Barrow upon Soar, is on a journey. Following our Special Measures judgement in June 2017, much work has already been undertaken to improve the school and to raise standards, including a new Governing body and joining outstanding multi-academy trust, the Lionheart Academies Trust, led by Beauchamp College in Oadby, a nationally recognised outstanding school, in October 2018. We now are looking to strengthen our Humphrey Perkins team through recruiting outstanding members of staff, who share our belief that every child deserves the very best standard of education.

We are a warm and friendly village school of approximately 800 students, taking students from our local and surrounding villages and are fortunate to have excellent parental support. Many of our students enter the school with high prior attainment and are courteous, polite and respectful.

Staff and students enjoy the benefits of being based on a large site, with lovely open green spaces and set within a safe and vibrant village setting, with excellent transport links to larger towns and cities within the East Midlands.

We believe in supporting and developing colleagues to achieve excellence and allow them to pursue their professional goals. We are a forward thinking school and value staff wellbeing. At Humphrey Perkins, we are committed to improving and aspire to excellence amongst our students and our staff.

Mrs Jenny Piper-Gale
Executive Principal

Mrs Della Bartram
Associate Principal

Humphrey Perkins School

Humphrey Perkins School is steeped in history and tradition dating back to 1717, when The Humphrey Perkins School was founded as a 'Free Grammar School' in the will of the Barrow upon Soar born Reverend, Humphrey Perkins, rector of Holme Pierrepont, Nottinghamshire, who left money for the School to be built in Barrow-on-Soar. The Humphrey Perkins Grammar School was built on an orchard near the centre of the village in 1735. In 1902 the School moved to larger premises on Cotes Road with the school's first non-clergyman Headmaster and 33 students.

Until 2011, Humphrey Perkins was an 11 -14 school; in 2015 the first cohort of students sat their GCSEs the first public exams to be sat at the school since the early 60s.

In October 2018, Humphrey Perkins joined The Lionheart Academies Trust, currently made up of a family of ten schools based in and around Leicestershire. Each one of our schools is unique in that it reflects the students and local community in which it is a part. With the support of the Trust, Humphrey Perkins has introduced a new Governing Body with a new Chair, a new Executive Principal and Associate Principal.



Humphrey Perkins students enjoy a wealth of extracurricular activities from Dance Club to Debate Club. We have high achieving Sport Teams including Football, Cricket, Netball and Basketball. Students enjoy sport workshops run by Leicester Tigers and UK Badminton. Students are welcome to join our Librarian every day for Book Club, Homework Club and Chess Club in our original library, which is run

by our dedicated Library Ambassadors. The Performing Arts Department produces the Annual School Show, which is enjoyed by both the school and village community, with over 100 students involved in the cast and backstage; the show is a sell out each year!

Student Leadership is a huge focus for us and we currently have over 200 student leaders, ranging from Anti-Bullying Ambassadors through to Sport Leaders. We are proud to have an excellent day and residential trip programme that runs throughout the year for all year groups, from theatre trips and university taster days to New York and Skiing Residential trips.

There are strong links with the local community, with many families now seeing second and third generations enjoying life at Humphrey Perkins. We regularly support the parish council with village community events. Through our Charity Team, we raise funds for local charities and organise collections to support members of the community.



Staff benefit from the wealth of knowledge and support from The Lionheart Academies Trust including whole Trust training days, sharing best practice and ensuring our staff have an exceptional professional journey. Our Middle Leaders enjoy the support from dedicated Trust Directors who ensure professional and inspirational support for our teams. We have a dedicated team of Teacher Champions lead by a member of SLT who run weekly CPD sessions and pathway options that are bespoke to staff needs and in line with department and whole school priorities. Staff enjoy a robust and supportive appraisal cycle to ensure continued career development.

Humphrey Perkins takes Staff Wellbeing seriously; staff enjoy Wellbeing Weeks in the Autumn and Summer Term, which include activities, guest speakers, sport events and discounts at local gyms, businesses and shops. We are currently working towards the Carnegie Mental Health Award, affiliated with Leeds Beckett University, to demonstrate our commitment towards staff and student wellbeing.

Humphrey Perkins is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.

Our Mission and Our Philosophy

- **Every** young person deserves an **equal chance** to be successful in whatever they choose to do
- Our approach is **wholly student-centred** and underpinned by the principle that every child is an individual who has a right to access the very **highest quality education**
- We value **academic excellence** and **holistic development** equally
- We **actively promote** our **love of learning** and invite you to join us to celebrate this passion

Ultimately, we believe that any young person from any background deserves an equal chance to be successful in whatever they choose to do. We want to share our love of learning with these young people in order to open the doors to their futures and prepare them with the knowledge and confidence to thrive in a competitive world.

Job Description

RESPONSIBLE TO: Assistant Principal

JOB PURPOSE: To be responsible for the planning, administration and organisation of both external and internal examinations in accordance with the regulations laid down by the awarding bodies, and to manage school based data.

KEY RESPONSIBILITIES:

- Creation of examination timetables, including personalised exam timetables for each candidate containing venue and seating details (managing clashes as appropriate).
- Management, training, oversight and deployment of invigilators (including producing invigilator schedules of work).
- Developing an internal tracking system for entries, access arrangements, coursework, estimated grades, special consideration, results, and signatures for audit purposes.
- Submission of external candidate examination entries and estimates to awarding bodies in advance of deadlines, ensuring invigilation and examination rooms are in place for each examination cycle.
- Collate and request Special Considerations and Access Arrangements, working with the SENCo.
- Ensure the safe custody of examination papers and completed scripts until dispatched to examiners.
- Coordinate the checking and distribution of exam certificates.
- Downloading and collating examination results, attending results days, organise the printing of results slips for candidates and managing and coordinating the secure distribution to candidates on results day.
- Coordinate queries about examination results (post examination services) and communicate changes to the Leadership Team, Curriculum leaders, teachers, students and parents.
- Maintenance of student records within SIMS
- Maintaining/updating timetables in Nova-T
- Carrying out routine end of year procedures in SIMS
- Complete Statutory Returns – School census – 3 times a year.
- Coordinate the collection of Assessment Data (within the agreed cycles) and check for accuracy and completeness.
- Generate reports from SIMS to report to parents/carers.
- Ensure reports are uploaded into SIMS and data is locked/secured at the end of each reporting cycle.
- Maintain an up to date knowledge of the requirements of the role; ensure attendance at appropriate awarding body and other INSET training meetings and keep up to date with the latest procedures and regulations for external examinations.
- To carry out any other duties that reasonably falls within the post.

Person Specification

Person Specification

	Essential	Desirable	Assessment
Education		Level 2 qualification in English and Maths	1, 2
Experience	Experience of administration of examinations	Experience in administration involving a high level of responsibility and accountability	1, 3 1, 3
Skills and Knowledge	Computer literate Interpersonal and communication skills Problem Solving Skills Highly developed organisational skills	Knowledge of exam procedures	1, 2, 3 3 1, 3 1, 3 1, 3
Personal Qualities	Attention to detail, neatness and accuracy Dependability and reliability Team working Confidentiality Ability to prioritise conflicting demands and pressures Ability to work independently Ability to cope with fluctuations in workload pressures		1, 3 1, 3 1, 3 1, 3 1, 3 1, 3
Other requirements	Willingness to work flexible hours To be committed to the school's policies and ethos To be committed to Continual Professional Development. Motivation to work with children and young people.		1, 3 1, 3 1, 3 1, 3

	<p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.</p>		<p>1, 3</p> <p>1, 3</p>
Equal opportunities	To assist in ensuring that trust equalities policies are considered within the school's working practices in terms of both employment and service delivery		1, 3

- 1 Application Form
- 2 Test
- 3 Interview
- 4 Documentary evidence

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The Package

Pension:	Teachers' Pension
Benefits:	Additional duty free lunch and beverages during term time
	Free off road parking
	Staff discounts at local businesses
	Free summer social event
	Monthly staff wellbeing events
	Annual flu immunisation