



BOURNVILLE SCHOOL

EXAMINATIONS OFFICER

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 - *CEO of the Trust and the Head of Academy*

Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Stevens', followed by a long horizontal line.

Mr. Chris Stevens
Interim CEO | Fairfax Multi-Academy Trust

WELCOME - *Head of Academy*

Dear Candidate,

Thank you for your interest in Bournville All Through School. Bournville is a traditional school with a rich history rooted in the community it serves and has an ambition to become one of the leading schools in the West Midlands, indeed the country.



We are an inclusive school where everyone works together to be the very best they can be. The school is a tolerant community that welcomes all and celebrates diversity.

Our ethos is simple. We expect a lot of our students – we expect them to work very hard to fulfil their potential and reach the highest standards through high quality teaching and caring support. We aim to keep them safe and happy so that they discover and learn new things, and achieve whilst at school. We do all we can to prepare them for the next steps in their education and future quality employment, equipping them to be able to lead a fulfilling and successful life. We aim to provide an outstanding platform for them to be the best they can be.

Our standards are high. We expect all students to wear our full uniform, attend well, behave appropriately and support each other. We expect them to give their best effort and believe that there is dignity in hard work. This is reflected in our school motto, "Everyone. Every Lesson. Every Day."

Our primary provision opened in September 2016 creating the first all through school in South Birmingham. As an all through school we are uniquely placed to offer many benefits to our students. Primary children will be able to access the sort of specialist teaching rarely available in a traditional primary school. They will benefit facilities such as IT, Music, Drama and Modern Foreign Languages. When it comes to transition they will have an established group of friends and be well known to us, their needs will be met and understood enabling them to move into the secondary phase feeling happy and appropriately supported.

We look forward to welcoming you into our family.

Yours sincerely

A handwritten signature in black ink that reads "J Cottle".

Mrs J Cottle
Head of Academy

CONTEXT - *Our shared mission and values*

Our mission and values are clear, consistent and simple to understand. We aim to develop articulate, resilient and ambitious students, regardless of background, with the knowledge, skills and attitudes to excel in modern Britain.

Excellence

We strive for the highest quality to ensure excellent outcomes.

Dedication

We believe there is dignity in hard work and effort.

Ambition

We want the very best for all our students.

Integrity

We believe in openness and transparency.

Tradition

We believe in old fashioned manners, courtesy and respect.

Bournville is a school with a proud history and distinct tradition. Before Bournville became a comprehensive school in the 1970s it was previously two sibling grammar schools: Bournville Girls Grammar School and Bournville Grammar-Technical School For Boys, previously known as Bournville Boys Technical School. The technical school for boys, the city's first technical school, opened in October 1955. The pioneering technical school later combined with the girls' grammar school on the same site. The boys' school was organised along 'Public School' lines with four houses—Belmont, Griffin, Manor and Woodlands.

There have been a number of changes at Bournville in the intervening years; we became an all through school in September 2016 and said goodbye to our last cohort of sixth form students in July 2017. However, we stay true to our traditions and roots at Bournville –our students wear their blazers and ties with pride. Our three houses, Boulton, Tolkien and Cadbury were named by our pupils who are keen to acknowledge the contributions of their Birmingham forefathers whose literary, engineering and philanthropic legacies are still much in evidence today.

We have a proud musical and sporting history and we are unashamedly ambitious for all our students. Every child that passes through the Bournville gates is a 'Griffinian', following in the footsteps of thousands of 'Old Griffinians' who have walked our schools corridors and succeeded in our classrooms. The Griffin is the symbol of our school and a unifying force in binding us all along our shared mission and values.

As evidence in our recent Ofsted report, Bournville School is rapidly improving and our reputation within the local community is growing. The challenges we face as an academy this year are ensuring that our most able pupils make the progress they are capable of and continuing to narrow the gap for pupil premium students along with improving the attendance of our pupil premium youngsters.



**JOB DESCRIPTION
EXAMINATIONS OFFICER**

POST HOLDER:

RESPONSIBLE TO: Deputy Head of Academy

LINE MANAGEMENT OF: Exam Invigilators

WORKING HOURS: 37 hours per week (no TOIL)
Half an hour unpaid lunch break
Term time plus 5 days to include exam results days

WORKING PATTERN: Monday to Thursday 08:00 until 16:00 & Friday 08:00 until 15:30

SALARY: FMAT Scale SC5

HOLIDAY ENTITLEMENT: A paid entitlement of 25 days annual leave and 8 statutory bank holidays are included in the salary

JOB PURPOSE

To be responsible for the administration, organisation and smooth running of all public examinations and internal examinations. To assist the SENCO in the administration of access arrangements for all examinations.

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. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Liaise with Deputy Head of Academy and Subject Leaders regarding examination entries circulating information as necessary.
2. Be responsible for examination entries for external examinations and assessment to the examination boards for public examinations.
3. Create and publicise the appropriate examination timetable for external and internal examination series, compile seating plans, briefing students and staff where appropriate.
4. Liaise with the Deputy Head of Academy and Support Staff Managers regarding the requirements for external invigilation staff and organise rotas as appropriate.
5. Lead the team of external exam invigilation staff and provide training as necessary.
6. Recruit and train a team of external and internal invigilators to ensure full coverage of all internal and external examinations as required throughout the year.
7. Organise all related administrative processes including timetables for invigilators, payment, cover for absence.

8. Be responsible for maintaining records of examinations register listing QN code, students entered and proposed costs.
9. Assist SENCO in the administration of access arrangements for all examinations.
10. Apply to awarding bodies for special arrangements for students with SEND liaising with the SENCO.
11. Be responsible for the daily running of examinations including practicals and controlled assessments.
12. Ensure examination procedures are followed and maintained including the appeals procedure.
13. Brief students on the examinations procedure and conduct and produce guidelines for staff and pupils.
14. Ensure the academy is compliant with JCQ regulations. Lead on all JCQ inspections during exam series ensuring the academy has all policies, procedures and facilities in place and in operation.
15. Co-ordinate examination room arrangements liaising with the Premises Lead.
16. Be responsible for the safe receipt and storage of examination materials and sort out examination materials from exam boards as they arrive.
17. Ensure that all necessary stationary and materials and other requirements are in place for examinations.
18. Disseminate information about examinations to staff, students and their parents and deal with complaints and queries about internal and external assessments.
19. Co-ordinate post-examination appeals, liaising with the Deputy Head of Academy, Subject Leaders and students and dealing with all telephone calls and correspondence.
20. Co-ordinate the publication and distribution of results, collation for individual student envelopes, collation for Head of Academy and Deputy Head of Academy.
21. Develop the use of SIMS.net and exam board websites in relation to external examinations. Maintain staff log-ins and train staff to using online exam boards' results analysis.
22. Brief staff regarding examination issues and provide ICT with updated information as required.
23. Meet regularly with the Head or Deputy Head of Academy to discuss examination related issues and make them aware of any risks in this area.
24. Support the Data Manager in allocating the examinations budget and ensure that examination arrangements are efficient and cost effective. Report all additional examinations expenditure to the relevant parties.
25. Routinely assist with half-termly and annual reporting cycle including assistance with report checking, proof reading and collation of reports.
26. Keep up to date with the necessary policies, procedures, rules and regulations of the different examination boards.
27. Assist when required with break and lunch-time supervision.

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 may from time to time determine

**PERSON SPECIFICATION
EXAMINATIONS OFFICER**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) 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 the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* -C or equivalent in English and Maths	✓	
NVQ administration qualification to level 3 or equivalent	✓	
Substantial experience in an administrative role	✓	
Experience of complex administrative processes and procedures within an educational or public sector environment	✓	
Recent line management experience	✓	
Excellent knowledge of IT systems and fully proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Experience in communicating and working with external stakeholders	✓	
Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills	✓	
Experience in using database applications	✓	
Recent line management experience	✓	
Previous experience of working within an education setting		✓
Previous experience of supporting students with access arrangements in the examination context		✓
Experience in communicating and working with exam boards		✓

Knowledge of JQC exam procedures		✓
Experience in managing whole-academy examinations		✓
Experience in preparing, managing and successfully delivering whole exam seasons		✓
Experience in using SIMS		✓
Personal qualities and attitudes	Essential	Desirable
Excellent administrative skills	✓	
Ability to work with considerable accuracy and attention to detail	✓	
Proven ability to work to deadlines, prioritise and deal with conflicting demands	✓	
A positive and proactive approach to problem solving	✓	
Proficient in the interpretation of data	✓	
Capable of building trust and positive relations with all you come into contact with, be a person of integrity	✓	
Ability to maintain confidentiality	✓	
Ability to maintain a professional office and deal with situations in a tactful manner	✓	
Good supervisory and team management skills	✓	
Self-motivated with the ability to work autonomously with minimum supervision, or as part of a team if necessary	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to follow set procedures	✓	
Ability to work flexibly to suit the needs of the post at peak times	✓	

Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	