

**LANGHAM OAKS SCHOOL**  
**ADMINISTRATIVE TEAM:**  
**EXAMS OFFICER, DATA & SEND ADMINISTRATOR**  
**APPLICATION PACK**



**LANGHAM OAKS SCHOOL**  
is part of **SEAX Trust**



## LETTER FROM THE HEADTEACHER

### Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Simon Dawson

Telephone: 01206 271571

Email: [admin@langhamoaks.co.uk](mailto:admin@langhamoaks.co.uk)

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school, providing 70 places for boys, aged 10-16 with a "Good" (Ofsted, March 2020) residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school currently resides in a 19<sup>th</sup> century house with extensions for classrooms, but in October this year we will receive the keys to a brand new and specially designed building in the grounds (see photo below) which will completely transform our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

*Simon Dawson*

**Simon Dawson**

Headteacher

Langham Oaks School



# Langham Oaks School

**Exams Officer, Data & SEND Administrator**

**15 hours per week**

**Actual Salary: £7,441 to £8,015**

## Job Description & Person Specification

<b>Job Title:</b>	<b>Exams Officer, Data &amp; SEND Administrator</b>
<b>Grade:</b>	<b>Scale 5 (Points 8-11) [2019 Band 3 to mid-point]</b>
<b>Based at:</b>	<b>Langham Oaks School</b>
<b>Reports to:</b>	<b>Support Services Leader, Assistant Head (Exams/Data), Headteacher</b>
<b>Responsible for:</b>	<b>n/a</b>
<b>Liaison with:</b>	<b>School staff, pupils, parents/carers, outside agencies, SEAX Trust</b>
<b>Job Purpose:</b>	<p>Under the direction of the Support Services Leader and Assistant Head (Exams/Data), responsibility for:</p> <ul style="list-style-type: none"> <li>• The administration and organisation of all aspects of school-based examinations</li> <li>• The provision and collation of data, as required</li> <li>• Administration of the Annual Review and EHCP procedure</li> <li>• To contribute to the successful and effective operation of the school</li> </ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"> <li>• To function as a key member of the Administration Team, ensuring timely prioritisation of key tasks</li> <li>• To assist the Support Services Leader in providing a professional, efficient and effective administration support service to the school</li> </ul>

## **Job Description: Exams Officer, Data & SEND Administrator**

### **Duties:**

#### **Exams Officer**

Under the direction of the Assistant Headteacher (Exams/Data) and Support Services Leader, take responsibility for:

- All aspects of the examination administration and organisation throughout the academic year
- Production of examination results in August
- Administration related to examination and mock examination documentation
- Complete registration/intention of entry for all external examination courses as and when required by Examination Boards, after consultation with relevant subject leads
- Collate all examination course entries
- Liaise with the Assistant Headteacher (Exams/Data) re exam entry requirements
- Liaise with Support Services Leader re exams budget requirements, ensuring orders are raised on PSF system prior to invoice receipt
- Create examination numbers and UCI numbers within the MIS system
- Produce subject and candidate entry checklists for distribution to SLT and subject leads
- Process and send entries to Examination Boards online and keep audit log
- Process amendments/claims of error and update entry file
- Prepare examination board statements of entry for distribution to candidates
- Oversee the Special Arrangements/Special Considerations
- Liaise with all examination boards by telephone, emails etc
- Distribute information and details concerning despatch of estimated grades, course work, CAMS etc, collect coursework from heads of subject, check and despatch
- Maintain a diary of practical and oral examinations and visits by moderators
- Preparation of examination and invigilation schedules
- Update attendance registers to take account of withdrawn candidates and late entries
- Preparation of examination rooms in liaison with Site Manager where necessary
- Liaise with Awarding Body inspectors and ensure all security measures are in place on behalf of the Headteacher
- On the day of an examination distribute papers to rooms, organisation of candidates, invigilators and emergency candidate contact
- Read rubrics, commence and finish examinations
- Post examination checks and secure despatch of scripts and exam papers

#### **Post-Exam Procedures:**

- On examination results days receive online transfer of results and assist with distribution of results slips
- Enquires about results: Undertaken on behalf of students during August in order to meet deadline in early September

#### **Examination Documentation:**

- Open, read, interpret and disseminate examination post throughout the year
- Maintain a library of examination board regulations and syllabuses
- Use of the internet to track down and download documentation essential to staff for examination purposes from the major examination websites

### **Line Manage Invigilators:**

- Produce staff rota for invigilating and ensure they receive appropriate training
- Oversee working practices

### **Pupil Data**

- To input pupil assessment data as required
- To produce assessment data in a format required by SLT
- MIS pupil data
- Pupil reports from MIS

### **Annual Reviews and EHCP Process**

- Co-ordinate and administer the Annual Review and EHCP process
- Administer the appointments for parents/carers as required
- Ensure returns are made to the LA in a timely manner

### **Other**

- To support the work of the Administrative Team under the supervision of the Support Services Leader, during periods of high activity and/or staff absence
- To act as an advocate for the school at all times and a role model to pupils, ensuring all tasks are undertaken in a timely, professional way and with a 'can do' attitude

### **General Duties**

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this



commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

### Person Specification: Exams Officer, Data & SEND Administrator

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NQF Level 3 or equivalent	✓ ✓	
Knowledge of relevant Procedures	Working knowledge of general school policies and procedures Understanding of School environment Full knowledge of relevant examination policies and procedures	✓ ✓	✓
Literacy	Very good reading and writing skills	✓	
Numeracy	Good numeracy skills and an ability to undertake accurate calculations	✓	
Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications	✓ ✓	
Communication			
Written	Ability to accurately complete reports, forms and letters	✓	
Verbal	Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Languages	Overcome communication barriers with children and adults	✓	
Negotiating	Ability to consult with colleagues in an effective way	✓	

Working with Children & Others			
SEND	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Understanding of the general aspects of child development	✓	
	Ability to assess progress and performance accurately	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
	Ability to prioritise workload, delegate and work on own initiative	✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Know when, how and with whom to share information	✓	
	Ability to provide timely and accurate information	✓	
Responsibilities			
Organisational skills	Excellent organisational skills	✓	
	Ability to work accurately with precise attention to detail	✓	
	Ability to remain calm under pressure	✓	
Line Management	Ability to lead and motivate others	✓	
Time Management	Ability to manage own time effectively	✓	
	Demonstrate a flexible approach	✓	

Creativity	Demonstrate creativity and an ability to resolve routine problems independently	✓	
<b>General</b>			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance	✓ ✓	



## APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:  
[www.seaxtrust.com](http://www.seaxtrust.com)      [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)

<b>Required:</b>	1 <sup>st</sup> January 2021
<b>Visits to the School:</b>	Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website at <a href="http://www.langhamoaks.com">www.langhamoaks.com</a>
<b>Closing Date:</b>	<b>Monday 2<sup>nd</sup> November 2020 mid-day</b>
<b>Interview:</b>	<b>Monday 9<sup>th</sup> November 2020</b>
<b>Salary and Band:</b>	LGPCD Pay Scale: 5 Points 8-11
<b>Hours and Weeks:</b>	15 hours per week/41 working weeks per annum [Term-Time + 2 weeks during school closure periods]
<b>Actual Salary:</b>	<b>£7,441</b> (Point 8) to <b>£8,015</b> (Point 11)
<b>Paid Leave:</b>	5.7 to 6.4 weeks per annum, <i>depending on length of service</i>
<b>Working Pattern:</b>	Working patterns will be discussed with applicants at interview. These will be primarily subject to the needs of the school, although individual circumstances will be taken into consideration.
<b>To apply:</b>	Candidates should download and complete a SEAX Trust application form available from: <b><a href="http://www.seaxtrust.com">www.seaxtrust.com</a></b> and/or <b><a href="http://www.essexschoolsjobs.co.uk">www.essexschoolsjobs.co.uk</a></b> and return to SEAX Trust by the closing date above
<b>Queries:</b>	Mrs Kate Stannard, Assoc CIPD, Director of HR, SEAX Trust Email: <a href="mailto:katestannard@seaxtrust.com">katestannard@seaxtrust.com</a> Address: SEAX Trust, Fox Crescent, Chelmsford, Essex CM1 2BN Direct Line: 01245 963006

## The SEAX Trust

### Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

### Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid *evenly* across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

### Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

### Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

### Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

### Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

**Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: 01245 963000**

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**We look forward to hearing from you soon.**