



Grove House School

*Candidate Information Pack
Exams Officer,
Data & Assessment Administrator*

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We opened as a new special school in September 2015 and quickly grew to our capacity. Due to demand for places at the school, our capacity roll has now further increased and we are again seeking to grow our current staff team. We currently have 114 pupils on roll across years 4-13. All of our pupils have an EHCP and have come to us from mainstream settings and other provisions. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 10 form groups - one KS2, four KS3, three KS4 and two sixth form classes. Classes are ideally in groups of 12-15 pupils. Each class is generally supported by 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together to support pupils.

We are a very friendly, supportive and welcoming staff. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

We are part of the SEAX Trust, a MAT consisting of 5 special schools, bringing opportunity to work collaboratively with other colleagues in our trust schools. Additionally we have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school in its early days. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion.



Exams Officer, Data & Assessment Administrator

30.5 hours per week, 40 weeks per year

Actual Salary: £15,492 (point 8)

Job Description and Person Specification

| | |
|--|--|
| Job Title | Exams Officer, Data & Assessment Administrator |
| Grade | Scale 5, points 8-11 |
| Based at | Grove House School |
| Reports to | Senior Leadership Team |
| Responsible for | n/a |
| Liaison with | School staff, pupils, parents/carers, exam boards |
| Job purpose /Principal Accountabilities | <p>Under the direction of the Senior Leadership Team and the assessment lead, responsibility for:</p> <ul style="list-style-type: none"> To be responsible for managing the effective and efficient administration of external examinations, in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration in a consistent and secure fashion. To support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met To ensure examinations are conducted in accordance with the regulations To administer the day to day running of the internal exams. The provision and collation of internal data as required Collation of evidence for EHCP Annual Reviews |

Job Description



Under the direction of the Assessment Lead and SLT, take responsibility for:

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams /controlled assessment plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register of the JCQ and inform of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments

- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations and access arrangements
- Ensure all candidates (as appropriate) are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria
- Support the Head of Centre to manage unexpected issues/ irregularities should they occur.

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:
- the preparation for and conduct of internal examinations under external examination conditions
- other exams-related administrative tasks

Student Assessment Data Management

- Produce Annual Reports and a summary of academy data analysis for governors and SEAX Directors
- Analyse data and produce reports for the Leadership Team as required
- Responsibility for co-ordination of all academy assessment programmes (PIVATS, BSquared, Reading scores, Maths) - collection and input of data, analysis, reports, timetable of assessments.
- Extracting data for Senior Leaders by individual student or teaching group as requested.
- Ensuring that records are compliant with GDPR, school retention policies.
- Such other duties as may be required by the Head Teacher.

Annual Reviews and EHCP Evidence

- Input data to Annual Review documents
- Collate data and evidence for the Annual Review and EHCP process and required

Other

- To support the work of the Administrative Team under the supervision of the Business Manager, 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.

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.

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.

Person Specification



| | Essential | Desirable |
|---|-------------------------------------|-----------|
| Qualifications and training <ul style="list-style-type: none"> GCSE English and Maths (A* to C) or equivalent ICT qualification to Level 2 standard or above Educated to degree level | ✓ | ✓ ✓ |
| Experience <ul style="list-style-type: none"> Previous administrative/analytical experience At least 2 years' experience in an administrative/analytical role Proven experience in a similar role of responsibility Proficient user of Microsoft Office systems (including Excel, Word, PowerPoint, Outlook) Experience of producing clear, concise and accurate information to a high level Experience of maintaining accurate records | ✓ ✓ ✓ ✓ ✓ | ✓ |
| Skills/Knowledge <ul style="list-style-type: none"> Able to cope well under pressure and acknowledge own pressures and their impact Demonstrates an ability to analyse, problem solve and develop solutions in a clear and concise way Good communication skills both written and verbal. Ability to exchange information clearly and sensitively with children and adults Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals Excellent organisation and time management skills with an ability to meet deadlines Ability to work alone with minimum supervision Advanced IT skills using Word/excel to a high level standard An awareness of current issues facing schools and education | ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ |
| Other Qualities <ul style="list-style-type: none"> Adaptability, reliability, dedication and commitment Willingness to develop professionally and undertake further training as required Ability to relate, respond to and support appropriately a range of different children & young people Ability to work effectively with a range of other adults Knowledge around with whom to share information A commitment to equal opportunities and fair treatment of all staff and pupils Willingness to comply with the school's policies eg Equal Opportunities, Health and Safety and Data Protection | ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |

Please note that applicants should write section 11 of their application with specific reference to how they meet the above criteria.

Application Process



Candidates should download and complete a SEAX Trust application from available from:

www.grovehouseschool.co.uk or www.essexschooljobs.co.uk

| | |
|-------------------------------|---|
| Required: | As soon as possible |
| Visits to school: | If you would like to visit the school, please contact Kate Peters, HR Manager using the details below |
| Closing date: | Sunday 15th May, Midnight |
| Interview: | Wednesday 18th May |
| Salary and Band: | Scale 5, Point 8-11 |
| Hours and weeks: | 30.5 hours per week (equivalent to 4 days), 40 weeks per year You will be allocated a half hour lunch break each day which is unpaid |
| Actual Salary: | £15,492 (Point 8 under 5 year's service) pro-rata calculation |
| To apply: | Candidates should download and complete a SEAX Trust application form |
| Queries: | Mrs Kate Peters, Business & HR Manager Email: k.peters@grovehouse.essex.sch.uk Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ Tel: 01277 361498 |
| Staff Well-being Cover | Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services. |

Selection process

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay. The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

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.

SEAX Trust

Grove House is part of 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: **Kate Stannard, Director of HR for SEAX Trust** Email: jobs@seaxtrust.com Telephone: **01245 262779**

We look forward to hearing from you soon.

