



## **Examinations Officer**

**Salary Band 8, SCP 18 – 22 (£22,076 - £23,895)**

**Term-Time only, plus 15 days**

**Required for immediate start**

**Closing Date: 2 October 2019**

## **Recruitment Information Pack**

Bradford Forster Academy

Fenby Avenue, Bradford BD4 8RG

**HOPE**

**ENDURANCE**

**FORGIVENESS**

**TRUST**

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September 2019

Dear Colleague

**Examinations Officer**

Thank you for taking an interest in this role.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1<sup>st</sup> September 2015. The Academy started with Y7 students, working up to five year groups in September 2019. We were inspected by Ofsted in March 2018, receiving a 'good' grade in all areas with many positive comments in the report, which you can read on our website, including '*Staff morale is high. Staff appreciate the quality of training they receive both within the school and across the trust.*'

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students experience high levels of economic and social disadvantage. I am fortunate to work with a very talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There is a strong emphasis on relationships between staff, students and parents. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes.

**Wendy Adeniji**  
**Principal, Bradford Forster Academy**

## Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

### Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

## **Application Process**

The closing date for all applications is 9.00am on Wednesday 2 October 2019.

Completed applications must be returned to Stacey Read at Bradford Forster Academy ideally by email to: [s.read@bradfordforsteracademy.co.uk](mailto:s.read@bradfordforsteracademy.co.uk)

Postal applications should be returned to Stacey Read, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

## Bradford Diocesan Academies Trust (BDAT)

### About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### Our growth

As of September 2018, the Trust has Academy orders to support 17 Church and non- Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

### Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

## Job Description

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

### **Purpose of Role:**

- The co-ordination and administration of all aspects of internal and external examinations, including entries, in accordance with awarding body regulations.
- To manage the smooth running of all examination sessions within the school, this includes GCSE and mock exams.
- Supervise, manage and train invigilation staff.
- Work alongside the BTEC Quality Nominee in school to ensure the effective administration and Quality Assurance of BTEC courses across the school.
- To provide general office support as directed by the Office Manager.

### **Main duties:**

- Liaison with the SLT member responsible for examinations.
- Liaison with Curriculum Leaders and Examiners regarding examination courses and entries.
- Lodging external examination entries with appropriate examination boards.
- Organising all external and internal examinations i.e. calendars, timetables, seating plans, lists and name cards for all examinations.
- Setting up of alternative provision for discreet groups of students
- Distribute examination timetables to students and staff.
- Organising and supporting the invigilation of exams, including the training of invigilators.
- Ensuring external exams are carried out according to guidance from the examination boards e.g. setting up exam rooms, liaising with the Premises manager and posting appropriate information and regulations.
- Act as the main point of contact between the school and relevant awarding bodies.
- Develop and maintain systems to ensure the Academy is an efficient and cost effective examination centre.
- To be a proficient user of IT software (Word, Excel, Outlook, Publisher).
- To provide a high level of confidentiality in all aspects of work.
- Ensure appropriate materials are available for each exam.

- Liaise with the data manager to produce clear and accurate information, as and when required to support student attainment.
- Support the SENCo to manage and co-ordinate access arrangements for students with additional needs.
- To co-ordinate the preparation and submission of entries to examining bodies, including processing estimated final entries.
- Responsibility for safe and secure storage of examination papers, related paperwork and student data in line with GDPR.
- Ensure teaching staff, invigilators, students and parents/carers are aware of the examination procedures for the Academy.
- Obtain, process and circulate examination results in August.
- Receive, securely store and distribute examination certificates.
- Develop and maintain appropriate systems to ensure that all BTEC administration and general delivery is monitored and quality assured to facilitate consistency across all areas.
- To liaise effectively with the BTEC Quality Nominee and Edexcel website to ensure up to date information is available for production of a regular newsletter for staff.
- Make registrations, entry for externally examined units and awarding of grades from BTEC courses and to keep records of this.

**Other Duties:**

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of, and comply with all academy policies and procedures including health & safety, security, confidentiality, equality and data protection, reporting all concerns to an appropriate member of Senior Leadership Team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

**Any Special Conditions of Service:**

**Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises, as required by the Principal. The academy operates a strictly no smoking policy.



## Person Specification

**Post Title: Examinations Officer**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	GCSE Maths and English at Grade C or above (or equivalent) or experience demonstrating abilities at this level.	<p>Relevant ICT qualification (e.g. CLAIT, word processing).</p> <p>Level 3 Qualification or equivalent demonstrable experience.</p>	Application form Interview, Certificates
Experience	<p>Previous experience of working in a school environment.</p> <p>Experience in Microsoft Word and Excel applications.</p> <p>Experience in managing effective communications with stakeholders of an organisation.</p> <p>Experience in establishing and maintaining monitoring systems.</p>	<p>Be an experienced Schools Examinations Officer with a good knowledge of all administrative procedures relating to GCSE and BTEC examinations / qualifications.</p> <p>Have experience of liaising with exam boards, staff and students and be able to organise, train and lead an invigilation team.</p> <p>Have a high level of IT proficiency with experience in using SIMS Exam Organiser.</p>	Application form Interview
Training	Prepared to undertake further job-related training as required.		Application form Interview
Skills	<p>Use of school based information management system in particular SIMS.</p> <p>Have outstanding ICT Skills.</p> <p>Ability to work independently.</p>		Application form Interview

<p>Personal attributes</p>	<p>Ability to work under pressure with high level of accuracy.</p> <p>Ability to manage own workload.</p> <p>Be self-motivated, dedicated, consistent and have a confident, dynamic personality.</p> <p>High levels of literacy and numeracy.</p> <p>Be able to work with a wide range of staff and students.</p> <p>Work flexibly and effectively with a 'can do' attitude across the whole organisation.</p> <p>Act with discretion, sensitivity and ensuring confidentiality at all times.</p> <p>Demonstrate sound judgment.</p> <p>To be available for GCSE results day.</p>		<p>Application form</p> <p>Interview References</p>
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### **This Personnel Specification**

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

## Examinations Officer

**Start Date: As soon as possible**  
**37 hours per week, term time only plus 15 days**  
**Salary: Band 8, SCP 18 – 22**  
**£22,076 - £23,895 (actual salary)**

**Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has 950 students on roll in years 7, 8, 9,10 and 11 and will grow to 1050 in 2020. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.**

We are seeking a highly motivated individual with exceptional organisational skills, and the ability to work collaboratively with key stakeholders, to provide a smooth running examinations function within the Academy.

### The successful candidate will:

- Have excellent communication skills
- A keen eye for detail
- Be able to keep calm under pressure
- Have a flexible approach

### We can offer you:

- An attractive, very well resourced working environment.
- Effective and supportive colleagues.
- Opportunities for personal and professional development.

**Closing Date: 9.00am on Wednesday 2 October 2019.**

For full details, application form with information pack, please visit our website <http://www.bradfordforsteracademy.co.uk/Vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).