



Learning that Connects

Appointment of Examinations Administrator

37 hours per week, term time plus 5 training days
Grade N4: Actual Salary range £16,800 to £17,828 pa.
Required for September 2022

Closing Date: 27 June 2022



Introduction from the Principal

Dear Applicant

Thank you for your interest in the role of Examinations Administrator at Studio West.

Studio West is an exciting studio school, which opened in September 2014. As part Northern Leaders Trust, Studio West cater for around 500 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity. Rated "Good" by Ofsted, Studio West offers students an innovative and bespoke curriculum with an emphasis on employability and life skills. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

This role has the dual function of Examinations Assistant at times of the year when workloads are high and general administration at other times. As an Examinations Assistant you will be required to assist with the preparation of examination entries to examination boards, and to ensure that they are done in an accurate and timely manner. Whilst assisting in general administration you will be the first point of contact for students, parents/carers and other stakeholders. General administration tasks will be required such as typing, photocopying and dealing with queries both face to face and on the telephone.

We are seeking applications from candidates with previous experience working effectively in an office/administrative environment combined with high levels of literacy and numeracy skills (evidenced by a GCSE Grade 4 (formerly C) or above in English and Mathematics or be able to offer evidence of commensurate work experience). Your excellent IT skills with the ability to use Microsoft Word to an intermediate level and Excel to a basic level will be combined with excellent interpersonal and communication skills. Previous experience working in a school setting would be an advantage but is not essential.

If you have commitment, interpersonal skills and flexibility to succeed in our team, we want to hear from you. In return, we offer fantastic developmental possibilities due to working as part of Northern Leaders Trust, and our forward thinking management and staff working together to offer the best available chances for our students.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Val Wigham', with a horizontal line underneath it.

Val Wigham
Principal

Examinations Administrator

Job Description

Grade:	N4
Responsible to:	Deputy Principal
Job Purpose:	To provide support in the function of the Examinations process at key times of the academic year.

Main Duties and Responsibilities:

This role has the dual function of Examinations Assistant at times of the year when workloads are high and general administration at other times. The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Examinations Administration

- 1 To assist in liaising with colleagues to collate information regarding examination entries for all Key Stages.
- 2 To assist with the preparation of examination entries to examination boards, and to ensure that they are done in an accurate and timely manner.
- 3 To assist in ensuring that all changes are accurately tracked and that authorization is gained from the Principal prior to any changes being actioned.
- 4 To assist in the creation and maintenance of all relevant examination policies.
- 5 To be aware of the current JCQ regulations for conducting examinations and implement these rules when holding examinations.

General Administration

- 6 To play a key role in the smooth running of the administration function within school and act as first point of contact for all students and visitors to the school, ensuring queries are dealt with promptly and effectively.
- 7 To respond to telephone calls and emails queries efficiently and effectively.
- 8 To ensure that paper based and electronic student records are maintained to a high standard, as required.
- 9 To ensure that all visitors in school are logged and monitored in accordance with school and trust safeguarding procedures.
- 10 To provide general administrative support including typing, updating records and databases, photocopying, sorting and delivering post.
- 11 To assist with the ordering of stationery and other office consumables in accordance with Financial Regulations and purchasing procedures.

- 12 To collect and ensure cash / cheques / SIMS Pay payments that are appropriately logged and stored in accordance with Financial Regulations.
- 13 To support the school through enforcing good standards of behaviour at all times in line with school policies, including undertaking break and lunch duties as required.
- 14 Promote the safeguarding and welfare of children and young persons the post holder is responsible for, or comes into contact with. Be aware of Trust policies and other guidance on the safeguarding and promotion of well being of children and young people. Take appropriate action where required.
- 15 Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Evidence of effective literacy and numeracy skills, e.g. Level 2 qualification at Grade 4 (formerly C) in English and Mathematics or be able to offer evidence of competence.
2	Excellent ICT skills including the ability to use Microsoft Word at Intermediate Level and Excel at Basic Level.
3	Ability to input data accurately and maintain computerised and manual financial systems.
4	Ability to process and analyse information to produce good quality written work.
5	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.
6	Ability to work effectively as team member.

Desirable

1	Previous experience working in a school setting including examinations administration.
2	Previous experience working on a busy reception.
3	A relevant ICT, business administration or typing qualification.

Part B: Assessment Stage

The application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Excellent interpersonal skills with the ability to communicate with adults and students effectively.
2	Ability to maintain confidentiality.
3	Excellent organisational skills.
4	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people. including: <ul style="list-style-type: none"> ▪ Motivation and commitment to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours • attitude to use of authority and maintaining discipline.
5	No disclosure about criminal convictions or safeguarding concerns that makes applicant unsuitable for this post.

The following methods of assessment will be used:

- Task
- Interview

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service including Children's Barred List Check
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).
5	Proof of qualifications as outlined on application form

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is unsuccessful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8 am to 4 pm and Fridays 8 am to 3.30 pm with a 30 minute unpaid lunch break each day.

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.46 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.25 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5-8, with current corresponding salary of £19,650 to £20,852 pa. Incremental progression through the pay range takes place on 1 April each year until the top of the grade is reached.

The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years' continuous local government service:	£16,800 to £17,828 pa.
5 or more years' continuous local government service:	£17,099 - £18,145 pa

Probationary Period

New entrants to Northern Leaders Trust are subject to a six month probationary period.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people in all our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

How to Apply

If you feel you have the experience, skills and attributes to succeed as part of our team, please download an application form from our website www.studiowestnewcastle.com and return it to human.resources@kenton.newcastle.sch.uk

Closing date: 12.00 Noon on 27 June 2022