

EXAMINATIONS AND ADMINISTRATION SUPPORT OFFICER RECRUITMENT PACK

27th September 2024



Meet our Headteacher



Tim Stonall

Headteacher

Welcome to Sir John Talbot's School, a well established, highly successful 11-18 secondary school situated in Whitchurch. Our mission is to enable young people to be successful, creative, lifelong learners participating in a journey of self-discovery through the vision of 'Achievement through caring'.

I am passionate about ensuring all our students see personal success in their journey through our school and Sixth Form, whilst growing as fully rounded individuals capable of accessing and achieving the very best that life has to offer. Students are expected to demonstrate Empathy, Integrity, Equality, Creativity and Excellence in everything they do. Our students and staff are proud to be a part of the school and the local community and engage fully with partnerships and organisations locally, nationally and globally as opportunities allow.

If you take the time to visit us or to delve into the content of our website, I trust you will gain a good insight into everything we have to offer. Please do read through our newsletters, parent weekly updates, prospectus and policies to see how deeply we stand by our vision and values.

We commit to protect your wellbeing and support your work life balance, so why not join the team and make a real difference to the lives of our young people.

We grow great teams here and create a truly invaluable sense of achievement. We are going places!

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful children, super staff and shaping our school into the future.

Job description



Post title

**Examinations and
Administration Support**



Salary

Grade 5 SCP 5-6 £23,500 to
£23,893 (Pro Rata)



Hours of work

30 hours per week (Term Time
plus 1 week)



Post status

Permanent

We offer

- An 'Outstanding' curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities including funded NPQ qualifications.
- Funded monthly professional life coaching for Headteachers.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free access to our fitness suite.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Spacious Sixth Form Facilities and excellent outcomes.

Purpose

Can you provide exceptional business support being responsible for the efficient and effective running of the administration of data and all internal and external examinations within the school?

Do you have the desire to make a difference to the lives of children and young people through all things data and exams related?

If you have excellent organisational skills, with the ability to communicate with staff and stakeholders at all levels, come and join our small but passionate team.

Why this role above others?

Our school works collaboratively to promote the success and achievement of all students through 'Achievement through Caring'.

The successful applicant will be part of a small team with access to a wider Trust team who work collaboratively all offering support and guidance to each other which creates a positive and hardworking ethos. They go above and beyond to ensure all students belong.

Closing date: Mon, 7th October 2024 at 9am

Interview date: Thurs, 10th October 2024

Gail.Winstone@sjt.mmat.co.uk

Responsible to:

Headteacher/ Data and Examinations Manager

Outline of role:

- Support the Data and Examinations Manager with the procedures and processes for all internal and external examinations.
- Carry out administrative duties to support the effective function of the Data and Examinations Office and school as required.
- Develop a thorough understanding and adhere to the JCQ/ Awarding Bodies rules and regulations and security arrangements ensuring they are always complied with from first entries through to post results services, including final distribution of exam certificates and award ceremonies.
- Adhere to the JCQ/ Awarding bodies rules and regulations and security arrangements reporting non-compliance to the Data and Examinations Manager.
- Support the training of invigilators/ staff to ensure compliance with the JCQ/ Awarding bodies rules and regulations
- Submit entries to awarding bodies, meeting external entry deadlines and ensuring adherence to regulations of each individual body.
- Support the set up, start and finish examinations as necessary in accordance with examination body guidelines.
- Assist with the checking of exam materials and results where required, dispatch of these materials
- Give assistance to other members of the team where workloads permit.

Teaching and learning

- Adhere to Teaching Standards.
- Maintain behaviour for learning, in accordance with the school's procedures.
- Encourage good practice regarding punctuality, behaviour, standards of work and homework.
- Contribute to the development of schemes of work, assessments, resources and displays.
- Keep up to date with marking, assessments and data entry.
- Keep an accurate teaching record.

Curriculum development

- Contribute to the team responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or preservation.
- Contribute to whole school's development activities.

Standards and quality assurance

- Uphold department, school and Trust procedures, policies and plans.
- Represent the department in cross-curricular working parties.
- Attend Department, Year Team meetings and events to fully support the department, the school and the Multi-Academy Trust.
- Attend relevant CPD and meetings within the Trust and with outside agencies.

Developing self and leading others:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified

Community responsibilities:

- Effective dialogue with parents in accordance with school policies.
- Attend and support community events as required.

In addition to the above all Marches Academy Trust staff are required to:






- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.



Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in other schools within The Marches Academy Trust.

Person specification

	 Essential	 Desirable
 Qualifications and training	<ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English • NVQ level 2 or equivalent in Business, Administration or relevant specialism. • Experience of a Management Information System (MIS) 	<ul style="list-style-type: none"> • Experience of Arbor, TimeTabler and or SISRA • NVQ Level 3 or equivalent Business, Administration or relevant specialism
 Experience	<ul style="list-style-type: none"> • Used to working in a fast-moving environment providing accurate and timely information to a high standard • Use of Management Information Systems (MIS) to input and retrieve data • Experience of office/ business administration 	<ul style="list-style-type: none"> • Experience of working in a secondary school • Retrieve and Interrogate information • Experience of supporting the function of an examinations office
 Knowledge	<ul style="list-style-type: none"> • Knowledge of schools/ education environment • Passion for IT and a commitment to excellence with meticulous attention to detail • Knowledge and understanding of a Management Information System (MIS). • Be an effective and confident communicator • Ability to work as part of a team and on one's own. • Ability to support in areas specific to the role and other roles as appropriate. • Use of Microsoft 	<ul style="list-style-type: none"> • Working knowledge of relevant policies/ codes of practice. • Proficient in the use of SQL databases • Excellent IT skills

Person specification

	 Essential	 Desirable
 Skills	<ul style="list-style-type: none"> • Excellent IT skills • Excellent numeracy, literacy and organisational skills • Ability to plan, prioritise and organise effectively • Ability to formulate ideas and present them effectively • See tasks undertaken through to completion • Willingness to update and undertake further training 	<ul style="list-style-type: none"> • Evidence of continued professional development to enhance leadership skills
 Personal qualities	<ul style="list-style-type: none"> • Enthusiasm, energy, and commitment • Awareness of the needs of others • An excellent level of professionalism in manner and organisation • An ability to draw together different disciplines to work to a common aim • A willingness to contribute to whole school issues • An expectation of high standards from oneself and others • A clear understanding of the importance of confidentiality and Data Protection. 	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation 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 behaviour, and
- Attitudes to use of authority and maintaining discipline.

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.



Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust,

have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Who we are



Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Welcome to our school. Sir John Talbot's School is delighted to announce its recent Ofsted rating of "Good," with two "Outstanding" areas: Leadership and Management, and Personal Development. This reflects the unwavering commitment to excellence, inclusivity, and holistic education that defines the ethos of the school "Achievement through Caring".

The school is at the centre of the community of Whitchurch, with excellent links to sports, business, and partner primary schools. We are committed to equipping all pupils with the skills and experiences that will prepare them for life. As part of the Marches Academy Trust, we have access to a network of support and challenge, ensuring we are operating at the forefront of educational thinking. The school sits in mature grounds with historic roots, providing an attractive setting in which pupils can thrive. Facilities are extensive including the community Leisure Centre, well-resourced faculty areas and Sixth Form.

Check out our video:

<https://youtu.be/Urwt90VrFI0>.

Check out our Ofsted video:

<https://youtu.be/8G0fCjymzzg>

Interested? [Click here to apply.](#)

The closing date for applications is:

Closing and Interview date subject to successful applications.

Interviews will be held:

To be confirmed

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in staff wellbeing and work life balance evidenced in policy and practice

Our Trust Vision Statement and Values



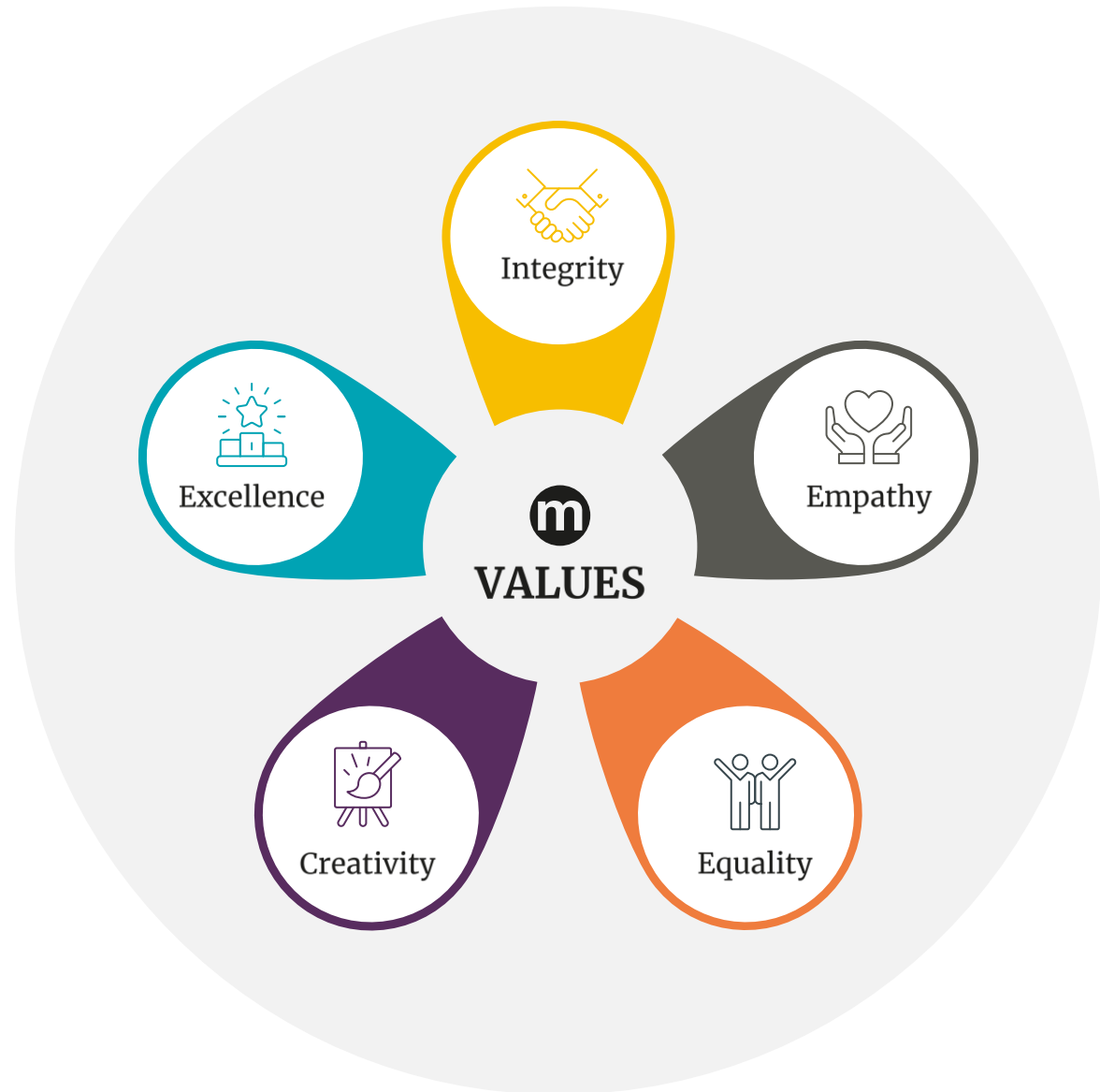
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

Physical

We are blessed that our schools are in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous
non-contact
time for
staff

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird, Executive Director
of People and Development)

Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during their employment whilst in this post.”



Meet the team



Tim Stonall
Headteacher



**Craig Campbell Acting Deputy
Headteacher**



Katherine Mills
Operations Manager






Bryony Elkin
Data and Examinations Manager

Sir John Talbot's school

part of the Marches Academy Trust

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