

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



 <p>Hope Valley College</p>	 <p>Westfield School</p>	 <p>Silverdale School SILVERDALE SIXTH FORM</p>	 <p>Eckington School</p>
 <p>Malin Bridge Primary School</p>	 <p>SOUTH YORKSHIRE TEACHING HUB <small>RECRUITING - TRAINING - DEVELOPING TEACHERS</small></p>	 <p>SHEFFIELD TEACHER TRAINING ALLIANCE</p>	 <p>National Modern Languages <small>SCHOOL CENTRED INITIAL TEACHER TRAINING</small></p>
 <p>Chorus Education Trust</p> <hr/> <p>Outstanding Achievement for All</p>			

Job Advert



Eckington School is an 11-18 comprehensive secondary school in North-East Derbyshire with more than 1200 students on roll, including 150 in the school's Sixth Form. In April 2023, Eckington School joined Chorus Education Trust, also welcoming a new Headteacher.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: <https://www.eckington.chorustrust.org>

Exams and Management Information Systems (MIS) Assistant

**Salary: Grade 4 SCP 7-12
£24,294 - £26,421**

**Permanent – 22 hours per week / 39 weeks per annum
(To also work additional hours as needed during busy exams periods)**

(Pro rata £12,424 - £13,512)

To start: ASAP

About this vacancy

Eckington School is seeking to recruit an Exams and Management Information Systems (MIS) Assistant to assist in the co-ordination and administration of all aspects of the internal and external exams process and appropriate MIS administration. Also with the ability to deputise for the Examination Manager when needed.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Sharon Foster (HR Administrator) at: SFoster@chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 3rd March 2024.**

Interviews to be held: **week beginning 11th March 2024.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	Exams & Management Information Systems (MIS) Assistant
Profile:	
Grade:	Grade 4
Grade spinal point range:	SCP 7-12
Accountable SLT post:	Assistant Head responsible for Exams and Data
Line Manager of post holder (if different):	Exams Manager
Staff to be supervised or line managed by post holder:	
Post holder will work with:	Exams Manager and Data Manager
Holiday and sickness relief by/for:	Exams Manager
Purpose of job:	To be responsible for assisting with the maintenance and development of examinations systems, processes and management information systems to the standards required by the Trust, appropriate examinations boards and key stakeholders.
	This post may work across the Trust schools.
Version revised:	December 2023

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

- To be responsible for assisting with the maintenance and development of examinations systems, processes and management information systems to the standards required by the Trust, appropriate examinations boards and key stakeholders. This will include, but not be limited to:
- Provide and maintain administrative and organisational assistance to the Examinations Manager including (but not limited to) filing, photocopying, stationery levels and other administrative duties as required.
- Producing letters, internal correspondence, handling data, collating reports, etc as and when required.
- In the event of the absence of the Examinations Manager, to take responsibility for issues concerned with the smooth running of external, public examinations, in conjunction with Senior Invigilators.
- To assist with the creation of the public examination timetable for the whole academic year including:
 - Liaise with examination boards and the Examinations Office.
 - Communicate timetables to School staff and students.
- To assist with examination entries
 - Data entry into mark sheets for examinations entries.
 - Carry out any necessary amendments.
 - Ensuring entries are made within timescales and deadlines.
 - Distribute forecast grade sheets to Subject/ Dept Leaders.
 - Administration for coursework arrangements.
 - Special arrangements and access arrangements.
- To assist in the co-ordination of the examination sessions
 - Preparation and distributing student timetables.
 - Administration for the allocation of exam invigilators in line with Examination timetables.
 - Provision and storage of exams stationery, equipment and other resources.
 - Help the Senior Invigilator in the successful distribution of Invigilators to their allocated rooms.
 - Distribution of conduct and expectations information to candidates through registers.
 - Examination room preparation.
 - Checking exam papers against attendance registers.
 - Packaging scripts and making them available for collection within deadlines.

- Ensuring secure receipt and confidentiality of all examination documents and materials.
- To assist with the examinations results process
 - Assist with the administration for and on results day.
 - Prepare documents to brief the candidates and staff as instructed by senior staff responsible for the examinations process.
 - Ensure records are kept up-to-date and secure.
 - Assist with the initial analysis of the results as required.
 - File certificates from the Exam Boards into student envelopes ready for presentation evenings.
- Assist with the internal examination process
 - Assist staff in the preparation of these exams.
 - Assist with the internal exams timetable.
 - Assist in the administration for the allocation of exam invigilators in line with the timetable.
- Assist with administrative support and data entry to maintain staff and student records as part of the MIS team as required, assisting with data collection and report production etc.
- To attend relevant network meetings as and when required.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role.
- Contribute to the overall ethos/work/aims of the school.
- Participate in relevant training, other learning activities and performance management as required.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Exams and Management Information Systems (MIS) Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of exams administration in a secondary school setting.		✓	A
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Working in a highly demanding, fast paced environment	✓		A/I
Working in a busy environment with many priorities and conflicting deadlines	✓		A / I
Familiarity with school MIS and Exam systems		✓	A
To work to a high level of accuracy	✓		A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at Grade 4/C or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I

Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I