

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Administrator

Assessment and Curriculum

Job Description & Person Specification

www.celtrust.org



About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Do you have excellent administration, organisational and time management skills?*
- ❖ *Are you looking for a new challenge in an energising and rewarding working environment where no two days are the same?*
- ❖ *We are a dynamic, supportive workplace situated in the heart of rural Cornwall approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.*

About the Job

As our Administrator, supporting assessment and curriculum, you will contribute to the effective delivery of a high-quality examinations and curriculum service. You will work closely with students, staff, parents and carers to ensure that an accurate and responsive service is provided through a proactive, enthusiastic and customer focused approach.

About the School

Brannel School offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m.

Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About You

We *really* want to hear from you if you are someone who:

- has excellent communication and interpersonal skills;
- the ability to adapt and work flexibly within the school;
- has a good level of competence and experience in using Microsoft Office work packages, particularly Excel;
- is resilient and has the capacity to handle multiple tasks and has a keen eye for detail.

We will offer you:

- An energising and supportive working environment with high expectations and standards.
- An excellent programme of CPD and the chance to gain work-based qualifications e.g. relevant apprenticeship, relevant business and administration certificates and diplomas if you are interested in potentially becoming a school business professional.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Flexible Working

We are happy to talk flexible working and endeavour to offer this, where possible, so that many of our employees can choose a working pattern that suits them as much as it suits us. It is noted, however, that some roles require attendance during specific school hours, which means that flexible working is not always possible.

Disability Confident

If you consider yourself to have a disability and think you may require a reasonable adjustment to be made for this part of the selection process or would like further information in relation to reasonable adjustments, please let us know.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



Job Description

Job title:	Administrator – Assessment and Curriculum
Job purpose:	To contribute to the effective delivery of a high-quality examinations and curriculum service.
Reporting to:	Headteacher, senior leaders, Heads of Departments, teachers, support staff, students, Governors.
Responsible for:	No line management responsibility.
Responsible to:	Headteacher, senior leadership team, Exams Manager, teaching staff, support staff, students, parents/carers and all external contacts
Salary grade:	F Grade
Working Hours:	37 hours per week (variable)
Working Weeks:	40.4 weeks (Term time plus 5 INSET days plus 7 additional days) to include 3 days in summer holiday for exam results day and analysis / 46.255 paid weeks

Main Purpose of Job:

To work closely with students, staff, parents and carers to ensure that an accurate and responsive service is provided, through a proactive, enthusiastic and customer focused approach. In accordance with the Exams Policy and the Joint Council requirements, assist in the sound operation, administration and running of all internal and external examinations and assessments.

Principle Responsibilities:

Examinations

- ❖ The collection, input and update of exam entries and coursework marks onto the school's management information system including examination results.
- ❖ Organising and overseeing invigilation for all internal and external examinations.
- ❖ Contributing to the successful outcomes of Exam Board inspection procedures.
- ❖ Producing and disseminating candidate examination timetables and invigilator schedules.

- ❖ Check and collate results certificates and oversee secure delivery of these to students, keeping an accurate record.
- ❖ Respond to staff and student queries on examination issues.
- ❖ Producing and disseminating student result statements and organising the GCSE results day for students.
- ❖ Organising Leavers and Presentation events.

Data

- ❖ Assist in the administration of the school's assessment and tracking systems. To include:
- ❖ Assist in producing & disseminating reports and information for Teaching staff, Leadership Team, Trust and Governors as required.
- ❖ Administer assessment records on the school's MIS and data packages.
- ❖ Assist in producing student reports for parents.
- ❖ Assist with the production of the termly school census return.

Curriculum Support

- ❖ To assist with the organisation and administration of the curriculum, focussing on Brannel Challenge, the options process and interventions. To include:
- ❖ Setting up and administering the options online system.
- ❖ Updating and circulating options information for students and parents.
- ❖ Providing administrative support for Brannel Challenge.
- ❖ Assist with organising targeted interventions for students and tracking impact.

Other Duties

- ❖ Providing administrative support to the Deputy Headteacher and Raising Standards Support Manager as required.
- ❖ Attendance at Open evenings and Parents evenings as required.

General responsibilities applicable to all CELT staff

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.

- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students. To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Special conditions of employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Note

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.

This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	Assessed
Qualifications, Education and Training	<ul style="list-style-type: none"> English and Mathematics Grade Level 2 or equivalent. 	<ul style="list-style-type: none"> NVQ level 3 in Administration, Business Studies or equivalent. Word Processing / Typing Qualification (i.e. RSA). ECDL Qualification or equivalent. 	Application Form/ Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> Significant previous administrative and customer facing experience in an office environment. Excellent knowledge and experience of maintaining manual and computerised records, and Management Information Systems (MIS). Excellent ICT skills; sound working knowledge and experience of using Word, Excel and PowerPoint. Excellent attention to detail to produce high quality documents whilst working to tight deadlines. Excellent verbal and written communication skills. Excellent administration, organisation and time management skills. 	<ul style="list-style-type: none"> Experience in a school or college office environment. Experience in the use of school database systems i.e. SIMs. (Training will be provided.) Knowledge of Data Protection requirements and understanding of confidentiality. (Training will be provided.) Knowledge of ParentPay. (Training will be provided.) Knowledge of monitoring, recording and submitting HR matters successfully. (Training will be provided.) Knowledge of electronic display and presentation formats. An understanding of Exams Data and Performance Measurers. 	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> Works effectively as part of a team. Ability to establish good working relationships with adults and young people. Demonstrates high level of patience, understanding, and empathy with young people. Diplomatic and discreet; experience of dealing with sensitive and confidential information. 		Interview
Additional requirements	<ul style="list-style-type: none"> Suitability to work with children. Commitment to safeguarding, wellbeing and equality. Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School. Demonstrates understanding of, and enthusiasm for, working in a busy school environment. Adaptability and willingness to assist with other aspects of school life. Willingness to continue to learn, develop and train. 		Interview

	<p>A commitment to promoting the ethos and values of CELT:</p> <ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		
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