



Bury Church of England High School

Haslam Brow, Bury, Gt. Manchester, BL9 0TS

Tel: 0161 797 6236

Email: offman@burychurch.bury.ch.uk Website: www.burychurch.bury.sch.uk

11-16 Mixed Comprehensive School

NOR 833

Exams and Timetabling Officer

37 hours per week term time + 10 days

including the September training day

Hours of work to be agreed with the successful candidate.

Grade 9 SCP 18 to SCP 23, £24,982 to £27,741 pro rata

Actual Salary £ 22,312 to £24,776

Required to start as soon as possible after clearances received

The Governors are looking to appoint an experienced, suitably qualified administrator to join our dedicated and professional team of administrative staff to take responsibility for internal and external exams and timetabling.

We are looking for someone that has excellent IT skills, is comfortable working with a range of MIS, pays great attention to detail and is confident working to deadlines. The post holder will work closely with members of Senior Leadership team

Ideally the successful candidate will have experience of working in a school or alternatively a large, busy office environment. Whilst previous experience of exams administration or timetabling is preferred, training can be provided for a suitable candidate provided you have commitment to your own development and are willing to learn quickly.

In exchange we offer:

- a generous annual leave allowance, starting on 26 days rising to 31 days after 5 years plus bank holidays. Annual leave for term time staff is paid monthly in a term time salary calculation incorporated in the actual salary shown.
- starting salary is negotiable within the advertised range
- a commitment to your continuing professional development and an opportunity for both formal and informal training
- positive and supportive working relationships. Please see our application pack for further details on what other colleagues say about working here!
- membership to the Greater Manchester Pension Fund with employer contributions
- access to a staff well being service

You must be willing to actively promote the Christian ethos and contribute to building the caring Christian community of the school.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The appointment is subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

Application forms and further details are obtainable via the school website: www.burychurch.bury.sch.uk and completed application forms are returnable by email to recruitment@burychurch.bury.sch.uk or by post for the attention of the Headteacher.

Closing Date for applications: 9.00 am on Monday 19 July.

Interviews will take place on Wednesday 21 July.

Shortlisted candidates will be invited for interview on 19 July via phone.

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HEADTEACHER: Mr S Braithwaite BA (Hons) NPQH

DEPUTY HEADTEACHERS: Mrs T Astley BEd (Hons) NPQSL, Mrs M Brothers BA (Hons)

ASSISTANT HEADTEACHERS: Mrs L Foster BA (Hons), Director of Mathematics, Mrs L Brannon-Barnett BA (Hons), Director of English, Mrs H Martin BA (Hons), Director of EBacc

July 2021

Dear Applicant

Re: Exams and Timetabling Officer

Thank you for your interest in Bury Church of England High School. I hope the information provided here gives you what you require at this stage as you consider whether or not to apply for the post.

We are creating a true centre of excellence where every child and member of staff is valued and encouraged to **"let their light shine"**.

We are a school with a rich history which has served Bury for more than 250 years and which remains at the heart of the community. The school is a Church of England voluntary aided school where the Governors are the employer and staff have National Society contracts of employment.

We are proud of the school's good practice and high standards of achievement. Like any school we also have our challenges, but through our collective efforts, Governors, staff, parents and community partners are committed to improving the effectiveness of the school yet further. Our aim is to provide a high quality educational experience for our pupils as we help to prepare them for adulthood and lifelong learning.

If you can work collaboratively, are emotionally intelligent and resilient, then Bury Church of England High School is a good place to be. We were judged as 'Good' (February 2020) by Ofsted and Outstanding in our SIAMs Inspection (March 2017).

The Governors seek to appoint a well-qualified, innovative and committed individual who will support the values, aims and ethos of the school and work hard with us to help realise our vision.

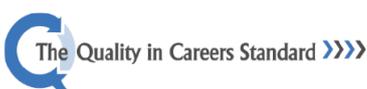
We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on our website. We hope you will find the details informative and of interest to you. If there is anything else you would like to know, please contact me and also, if you wish, we can arrange a tour of the school prior to you submitting an application.

If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful. Whatever the outcome, we thank you for your interest.

Yours sincerely,

Simon Braithwaite BA (Hons) NPQH
Headteacher



Why work at Bury Church CE High School as a member of the support staff team?

We asked some of our support staff colleagues what it is like to work here. We hope this information is of use to you!

Catering Manager

I have worked at Bury Church for the last 17 years; I enjoy working here because it is recognised that the achievements of the school are the results of the combined efforts of everyone and so I feel valued and included in the whole school community!

Finance Manager

Since day one at Bury Church, the staff made me feel very welcome and comfortable. The support I received during the transition from my previous school was exceptional and 3 years on I feel that I have made lifelong friends. It is lovely to work in a school where the ethos and team spirit shines through.

Office Manager

Having worked in my previous school for 10 years I was asked to come to Bury Church on secondment for six months. I wasn't sure at first as I was settled in my previous school but then again, I liked the idea of a new challenge. It worked out very well, so when offered a position permanently I was happy to stay. Nine years later I can say I made the right decision. I was made to feel welcome at the school and they were open to the new ideas I brought with me from my previous post. I have enjoyed the working relationships I have made and like how the school and my department has developed over the years. Can't see me leaving any time soon!

ICT Manager

I've worked at Bury Church for over a decade now and from day one I've always been treated as a valued part of the team. I've been given lots of exciting opportunities to utilise my skills and the school is committed to the personal development of its staff. If I was ever to move on from Bury Church, I know I would miss it greatly.

Job Description

Job Title:	Exams and Timetabling Officer	Job Holder	
Department/Group:	Support Staff	Responsible for:	Examinations management, timetable creation and assessment data administration
Level/Salary Range:	Grade 9 scp 18 - 23 £24,982 - £27,741 FTE	Reporting to:	Deputy Head for Curriculum

Safer Recruitment Statement

Bury Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff at Bury Church of England High School are required to:

- uphold and promote the School Vision and current aims
- uphold and promote the Christian ethos of the school
- demonstrate through action the core value of Believe, Achieve, Inspire
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the school's responsibility for safeguarding all students
- undertake professional development activities to enhance personal development and job performance
- maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents, staff and other stakeholders
- comply with and actively promote all school policies and procedures including, safeguarding, child protection, health and safety, confidentiality and data protection
- take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions and comply with all health and safety legislation, policy, and safe working practice, including participating in training activities necessary to your post.

Main Objectives of Role:

- To be responsible for the day-to-day administration of internal and external examinations. Ensuring the school is compliant with JCQ regulations and exam board requirements. To oversee and manage the results process from inputting, downloading and distribution to pupils.
- To be responsible for the construction of and maintenance of the school timetable, regularly liaising with senior and middle leaders and to provide support to the options process.
- To support assessment data management within the school, working with the Lead Practitioner for Assessment.

Job Description

Internal Examinations

- Co-ordinate the process for all internal examinations in consultation with the Assistant Head, subject leaders, and year leaders.

External Examinations

- Undertake the role of Examinations Manager, from initial entry through to results day.
- Plan and supervise the public examination arrangements.
- Liaise with awarding bodies, regarding syllabuses and entry codes to ensure accurate entries and registrations are made for vocational as well as general qualifications.
- Communicate with the Examining Boards and ensure that the examination entries are sent on time.
- Responsible for ordering all external examination papers.
- Receive and store examination papers appropriately in a secure location.
- To be responsible for the opening and checking of materials received in accordance with the Exam Board regulations allowing sufficient time to identify and resolve any discrepancies.
- Resolving examination timetable clashes and making appropriate provision for students.
- Responsible for ensuring that candidates with special educational needs are not disadvantaged.
- Issue students with exam entry confirmation slips, rules of conduct, timetables and making necessary amendments.

- Provide seating plans and desk labels for all candidates. Produce and complete accurate entry listings and attendance registers.
- Process and report on enquiries about results, including requests for re-marks
- Receipt, check, collate and issue examination certificates.
- Recruit and train Exam Invigilators
- Supervision and timetabling of the external invigilators. Check and verify external invigilator timesheets prior to submission to finance for payment.
- Monitor the exam expenditure against budget.

Timetabling

- Prepare the timetable, from the base model through to completion, in the schools MIS and ensuring the issuing of it in a timely fashion.
- Liaise with senior leaders and middle leaders over the creation of the timetable(s)
- Timely reporting of associated timetable irregularities and rooming clashes for amendment, assigning teachers/tutors and rooms as soon as possible solutions
- Responsible for timetable submission and checking for each academic year in liaison with Deputy Head for Curriculum and the Head Teacher.
- Assist with the timely and accurate issue of timetables to students at the start of the academic year and at any other relevant points.
- Work with senior leaders to finalise any other timetable requirements e.g., intervention, tutoring, revision, and mock exams.

Data Management

- Support assessment, recording and reporting arrangements at Key Stage 3 and 4 of the National Curriculum in consultation with the Lead Practitioner for Data and Assessment.
- Support the Lead Practitioner for Data and Assessment in the design of the mark sheets in the school's MIS system and the upload and entering of data into the school's tracking software.
- Support the Lead Practitioner for Data and Assessment in the creation of reports for SLT and governors.

Safeguarding of Children and Young People

The post holder is responsible for promoting and safeguarding the welfare of all children and young people with whom they and their team come into contact.

All Staff at Bury Church of England High School will:

- seek to be positive and build up the common good through their own individual contribution to school life
- continue personal and professional development as agreed, sharing best practice with others
- be courteous to pupils, parents, staff, visitors, and contractors and provide a welcoming environment to all.
- follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description
- engage actively in the performance review process
- promote equality and celebrate diversity, seeking to reduce disadvantage and to encourage aspirations and participation from people who might not otherwise join in

This job description is current at the date shown but, following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the role which are commensurate with the salary and job title. It will be reviewed annually.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be so construed. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Hours of Employment: 37 hours per week, on a term-time only plus 10 days basis, one of these days additional days will be the inset day at the start of the academic year. Out of hours working will be required from time to time, and time off in lieu will be provided.

Postholder:		Date:	
Head:	Mr S Braithwaite	Date:	
Last Updated:	July 2021		

Person Specification

	Criteria	Essential/Desirable	MOA(*)
(*) Method of Assessment A= Application I=Interview /Test			
Qualifications	5 A*-C GCSEs including English & Maths	E	A/Certificate
	NVQ Level 2 in Business Administration or willingness to work towards this qualification	E	A/I/Certificate
	A Level /NVQ Level 3 in Business Administration	D	A/Certificate
	ECDL	D	A/Certificate
Experience	Minimum of 2 years successful experience working in a relevant administrative environment.	E	A/I
	Experience of working in a school office environment	D	A/I
	Experience of exams administration	D	A/I
	Experience of timetabling	D	A/I
	Experience of working to deadlines and prioritising workload effectively for maximum productivity	E	A/I
	Experience of using a large MIS	E	A/I
	Experience of statistical returns	D	A/I
Skills	Outstanding ICT and excellent administrative skills i.e. word processing, data bases, spreadsheets, e-communication	E	A/I
	Excellent personal numeracy and literacy skills	E	I
	Excellent planning and organisational skills	E	A/I
	Problem solving and analytical skills	E	A/I
	Methodical with excellent attention to detail	E	A/I
	Excellent communication and interpersonal skills with the ability to persuade, motivate and negotiate	E	A/I
	Able to form positive and supportive relationships with young people, promoting a positive ethos and being a role model	E	I
Knowledge	Working knowledge of relevant policies /practises and external regulations	D	A/I
	Awareness of current issues in education	D	I
Work related circumstances – professional values and practices Bury Church of England High School	Willing to support the Christian Ethos of the school	E	I
	Willingness to work occasionally outside of normal hours to meet the needs of the school	E	I
	Able to work in a busy school environment and relate effectively with young people and adults	E	I
	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	E	I
	This post is subject to an enhanced disclosure from the Disclosure & Barring Service	E	Satisfactory DBS after interview