



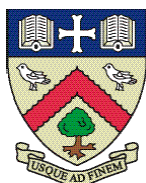
Exams Administrator Candidate Information

May 2022



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.



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It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact recruitment@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am on Monday 13th June 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher

Exams Administrator

Start date: 1st September 2022

**Salary: £11,185 - £11,869
annual gross**

**Contract: Annualised hour
contract, Permanent, 40 weeks
per year**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint an Exams and Data administrator to join our Exams and Data team. You will be joining a current team of two consisting of the Data, Curriculum and Exams Manager and the Senior Exams Officer.



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**Applications by:
9am Monday 13th June 2022**

The successful candidate will assist the Senior Exams Officer in ensuring the conduct of the public exams, GCSEs, A Levels and BTECs is in accordance with the regulations set out by the examination boards and the regulations of the school.

This is an annualised hour's contract and you will be predominantly working during peak exams and reporting periods. Please refer to the job description for more information.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555

Job Description

Exams Administrator

Post title: Exams Administrator

Responsible to: Senior Exams Officer/Data, Curriculum and exams Manager

Hours: Annualised hours contract which will equate to 1,000 hours per year.

Working Days: Your normal working hours will be 25 hours per week, Monday to Friday but may vary due to the seasonal nature of the role.

Working Weeks: 40 weeks per year (which includes 1 week for INSET days)

Contract Type: Permanent

Salary: £11,185 - £11,869 annual gross (Based on Grades D3-D6 £18,887 - £20,043 full time equivalent)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

- To support the senior exams officer in leading all examination-related operations in the school.

Specific responsibilities

These will vary from day to day, however, are likely to include the following areas of work:

- To support the examinations officer in preparing for public and school exams
- To support the examinations officer during exam periods
- To work with the school's data and curriculum manager outside of peak exam periods collecting, collating and distributing student progress data and reports and assist with communication of timetabling and curriculum matters
- To provide general admin support for other areas of the school's operations, finance and marketing teams

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

Exams Administrator

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> Higher level qualification
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Understanding or the willingness to learn about school exams and data including relevant legislation Ability to work constructively as part of a team Ability to competently use Microsoft office packages to include Word, Excel and PowerPoint Experience of maintaining accurate files and records and ensuring compliance with legislations 	<ul style="list-style-type: none"> Experience in working in a secondary school or education environment or similar public service context Understanding of child protection/safeguarding
Personal qualities	<ul style="list-style-type: none"> Excellent oral communicator and interpersonal skills Written communications are appropriate for the intended audience and grammatically correct Self-Motivated and high levels of personal drive Motivate and inspire colleagues Demonstrated dynamism and creativity in solving problems Ability to meet deadlines Is aware of their own strengths and areas for further development Resilient and able to accept constructive feedback from others in order to further improve performance Able to prioritise tasks effectively and efficiently Ability to handle confidential information sensitively Attention to detail and high levels of accuracy. 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

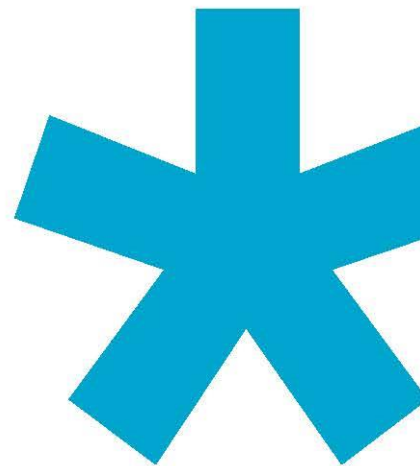
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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