

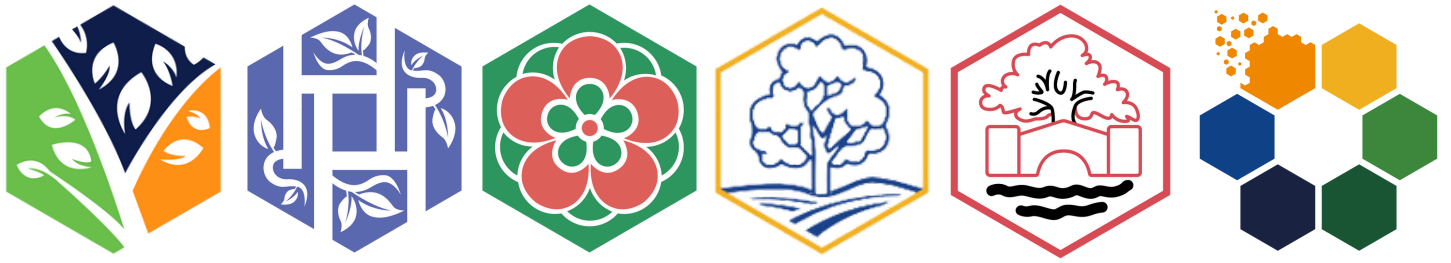


BROADLEAF

PARTNERSHIP TRUST

APPLICATION PACK





WELCOME FROM THE HR DIRECTOR

Thank you for your interest in this opportunity. I hope you find this information pack helpful, and that it furthers your aspiration to work with us. Please do take some time to read our values statement, contained within, which very much sets the scene for our work ethic.

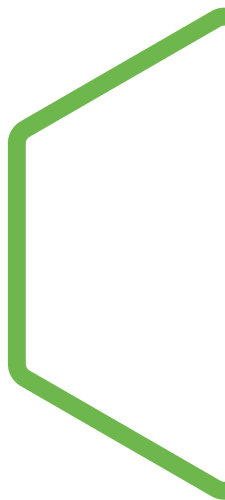
We are a small academy trust with big ambitions. We're here to give children and young people a lifelong love of learning and equip them with the skills they need to realise their personal ambitions. Our schools are places where children flourish, in environments that celebrate success, deliver academic excellence and foster curiosity, inclusivity and creativity.

If you join us, you can expect equal emphasis on your development as a professional. We will support you in continually developing your skills and career, which could take you anywhere within our expanding network of schools. To find out more about what else we have to offer, please see the 'Benefits Beyond the Classroom' information at the end of this pack.

We create exciting futures – both for our learners and our staff, and we'd love to welcome you on board.

I look forward to hearing from you.

Samantha Palmer
HR Director



JOB DESCRIPTION & SPECIFICATION

Job Title - Exams Officer

Post reports to - Deputy Headteacher (Quality of Education)

Status - Term time plus 3 weeks, permanent contract

Salary - Grade 3 – Point 9-22: £26,409 – £32,654 per annum (pro-rata)

Closing Date - Thursday 12th December

Job Purpose:

The Exams Officer is responsible for managing and coordinating all internal and external examination procedures, from submitting entries to communicating results. The role also includes the management of cover arrangements for absent staff, both teaching and non-teaching.

Core Responsibilities:

Exams:

- Examination Arrangements: Organise all necessary logistics and administration for internal and external assessments, ensuring exams run smoothly.
- Invigilation Team Management: Lead and train the invigilation team, ensuring they are equipped to manage exams in compliance with examination board rules.
- Examination Boards Liaison: Act as the main point of contact between the school and examination boards, ensuring all necessary documentation and communications are handled efficiently.
- Compliance: Stay informed of the rules and regulations from examination boards and ensure awareness and compliance by staff, invigilators, and candidates.
- Organisation and Administration: Provide guidance and support for the organisation, administration, and conduct of both internal and external exams.
- Exam Timetable Management: Build and maintain the whole school examination timetable, ensuring that student candidates have individual timetables for external exams in a timely manner.
- Calendar and Deadlines: Set calendar deadlines and schedules for all stages in the examination process, ensuring that students and staff are informed of key dates.
- JCQ Inspections: Be the point of contact for any JCQ (Joint Council for Qualifications) inspections and ensure compliance with all JCQ requirements.
- SENCO Collaboration: Work closely with the SENCO to review and manage Access Arrangements policies for students with special educational needs during exams.

Cover:

- Cover Management: Oversee the school's management information system (MIS) to manage cover arrangements for absent staff.
- Supply Staff Coordination: Maintain an up-to-date supply staff list, sourcing and recruiting new staff as needed to ensure sufficient cover is available.
- Absence Monitoring: Monitor the reporting system for staff absences (including email and absence request forms) and proactively plan cover in advance, where possible.
- Fair Distribution of Cover: Manage the cover rota for teaching staff, ensuring that extra cover duties are distributed fairly across all staff.
- Direct Cover: Step in to cover lessons and duties for absent staff, as necessary.

Person Specification:

- Technical Skills: Proficiency in Microsoft software packages is essential. Experience with School MIS systems, particularly Arbor, is desirable.
- Communication: Excellent oral and written communication skills, with the ability to effectively liaise with staff, students, parents, and external parties.
- Organisation and Administration: Strong organisational and administrative skills, with the ability to multitask and handle competing priorities.
- Teamwork: Ability to collaborate and establish effective working relationships with colleagues, students, parents, school leaders, support staff, and external agencies.

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please contact hr@broadleafpt.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

AN INTRODUCTION TO OUR SCHOOL

PERRYFIELDS ACADEMY

I am very proud of the Academy and the progress we continue to make towards becoming an outstanding provider of education.

We are a fully inclusive community that welcomes children with all abilities. Perryfields is a vibrant and caring school that places the students at the centre of each decision we take.

In May 2021, we were delighted for Perryfields to become part of Broadleaf Partnership Trust. We continue to enjoy working collaboratively within a small network of academies, to provide opportunities for both our students and staff to thrive and excel, whilst maintaining our individual flair as an academy.

Whilst at Perryfields, our students are empowered to be aspirational, resilient and independent learners. Our broad and balanced curriculum helps to cultivate the individual, fostering a love of learning and the desire to achieve. It is designed to enhance the development of our students with both subject specific and transferable skills, preparing them for the future and wider-world. This is reflected in our consistently good exam results.

Underpinning our culture of ambition is a strong and supportive pastoral system. The promotion of positive mental health and wellbeing encourages our learners to unlock their potential, within a kind and friendly environment.

We equip our students with the life skills they need to succeed both academically and socially, so they can be well-rounded members of the wider community.

We pride ourselves on working as a united team with our students, staff and families. Together, we strive to achieve excellence.

Clare Harris
Headteacher



PERRYFIELDS
ACADEMY

OFSTED - Good
Pupils - 942
Staff - 100

Oldacre Rd
Oldbury
B68 0RG



AN INTRODUCTION TO BROADLEAF

Thank you for taking an interest in Broadleaf Partnership Trust.

The overarching purpose of growing our partnership of trust schools is to work in alliance with each other in order to ensure that our learners receive an exceptional educational experience.

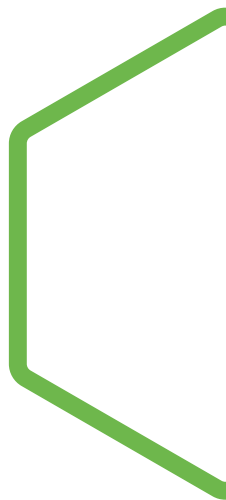
We passionately believe in the power of collaboration and look to ensure all staff across all of our schools benefit from shared expertise, understanding and opportunities for self progression - learning together and supporting each other.

Every academy has its own identity that enables it to best serve their community and I know that should you be successful in your application to join us, your dedication will continue to ensure that your children leave you with high aspirations and your families remain supportive of all that you do.

Thank you for your support and I look forward to seeing, and sharing the results of our new partnership.



Claire Pritchard, CEO



ABOUT OUR TRUST

Our Vision

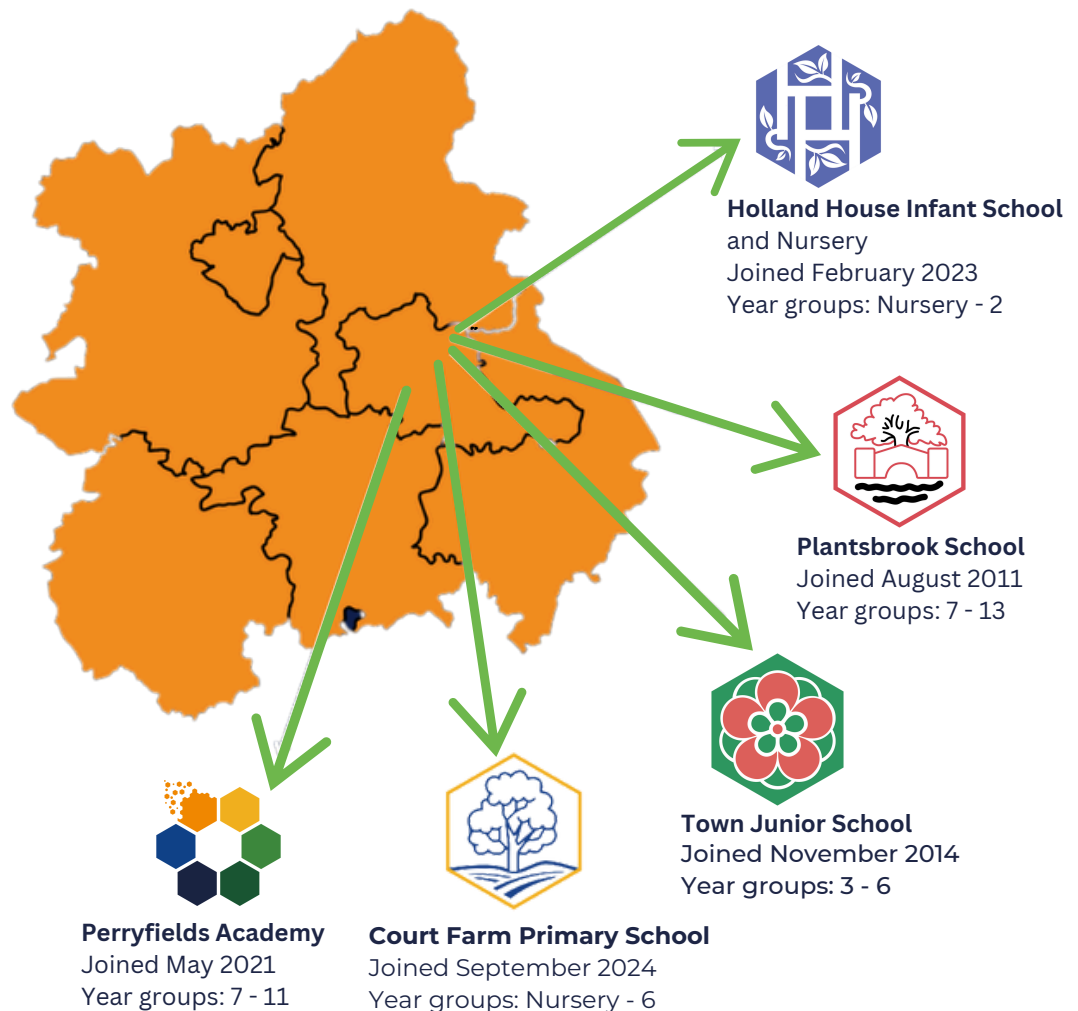
Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

Our Values

Aspiration- We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

Alliance- Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

Agility- We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



BENEFITS BEYOND THE CLASSROOM:



Employee Assistance Programme

This provides 24/7 access to a range of health and wellbeing services either by phone or online, including a helpline operated by trained counsellors to provide 'in the moment' support, wellbeing resources and webinars, structured counselling sessions and financial and legal advice.

24/7 GP service

As a Trust employee you and your immediate family have access to a private GP service available at any time of the day or night worldwide. Telephone or video appointments can be booked at a time to suit you, allowing you easy access to medical diagnosis, reassurance advice, private (payable) prescriptions, fit notes and open referrals.

Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase up to £1,000 of bicycle and safety equipment tax-free, spreading the cost over either 12 or 18 months.

Health Cash Plan

Our optional health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health-related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions. Personal accident cover is also included as standard. Contact HR for more detail.

Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high street brands as well as discounts on dining, travel, technology, entertainment and days out.

Pension

Plan for your future with a generous and secure pension scheme for teaching and support staff, ensuring financial wellbeing during retirement. .