



Pix Brook Academy Application Pack

Exams Officer





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Cathy Bailey

HR Manager

cbailey@bestacademies.org.uk

Tel: 01462 229925

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk

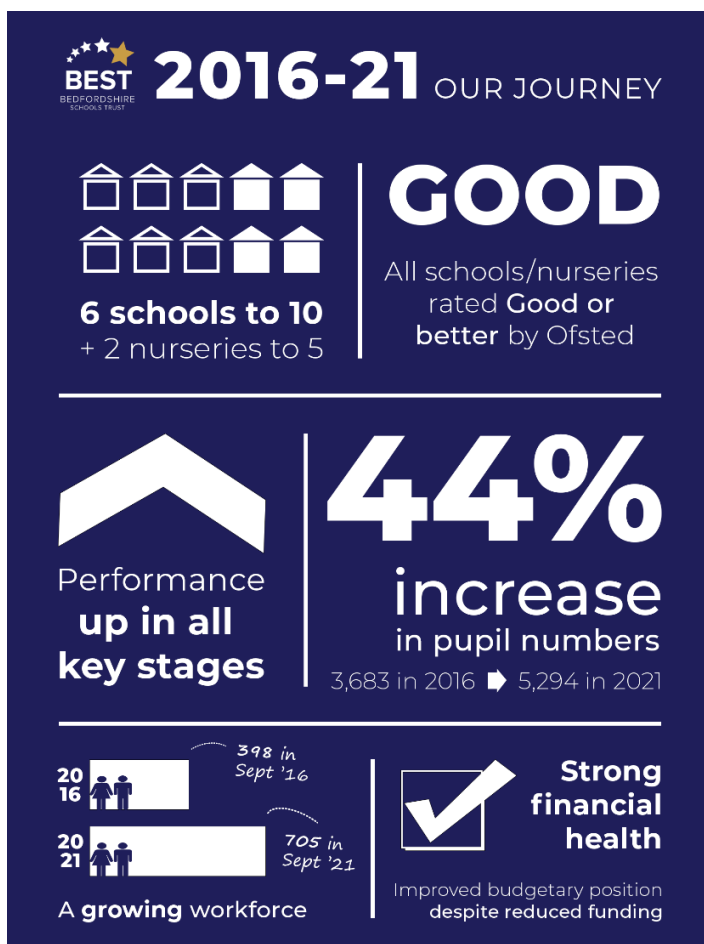


ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 5,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.



This infographic charting the journey of our trust was originally created for our 5 Years of BEST commemorative brochure which was produced in September 2021 – a digital version is available to read on our website



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The first five years of BEST have been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT PIX BROOK ACADEMY

Welcome from the Principal

Thank you for your interest in the Exams Officer position at Pix Brook Academy.

Pix Brook Academy opened in September 2019 to its first group of Y5 pupils. Working from brand new facilities in the village of Stotfold, the school offers a fantastic opportunity for a colleague to join a school as it grows. Currently there are 720 pupils on roll in Y5 – Y9 and we are expecting another 180 to join us into Y5 in September 2024. This position would suit a candidate who is looking to develop their career or accept a new challenge in a highly supportive and forward-thinking school.

You will be joining a body of staff who are highly motivated by the opportunities associated with being part of a school as it develops and grows. The KS2 curriculum is now fully resourced and the collegiate approach to working means that new colleagues will be able to work from a framework of established and tested schemes of learning and lessons. This position has arisen as a result of the school developing its secondary provision. We now begin to build the team of staff who will contribute to this development and are looking for teachers who recognise the possibilities associated with developing their own subject area.

The school is designed as an extended secondary school. This means the facilities and resources far exceed the usual provision found in older schools and provide a genuinely outstanding teaching environment. This position will provide colleagues with a fantastic opportunity to develop their practice and pedagogy with KS3 pupils. This will be particularly beneficial for colleagues looking for senior positions in the future.

The school is part of the BEST multi academy trust which is based in Central Bedfordshire and includes a number of lower, middle and upper schools. The trust benefits from a strong relationship with a teaching school and is both well established and supported.



Currently the school recruits from the lower schools in the surrounding area all of which are either OFSTED outstanding or good schools. Parents are highly supportive of the school and its ethos. In the school's OFSTED inspection in January 2024 inspectors judged the overall effectiveness of the school to be good with outstanding judgements for Behaviour and attitudes and Leadership and management.

I am unapologetically ambitious for the people at the school, both staff, pupils and the school itself. I believe that we should be highly aspirational in our goals for ourselves and our pupils and that we have a responsibility to ensure we make a difference. If you feel the same then this is an unparalleled opportunity to make your mark on a school where the curriculum and pupil experience is limited only by your imagination. If you would welcome the opportunity to build your career within a new school, to join a team of committed, innovative and energetic staff who are determined to provide an outstanding pupil experience then I would be delighted to hear from you.

If you would like an opportunity to visit the school please contact Cathy Bailey on: cbailey@bestacademies.org.uk

Steve Adams

Pix Brook Academy Principal

ABOUT PIX BROOK ACADEMY

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

Membership of the Trust means that opportunities available to staff are varied and wide- ranging. The Trust includes good relationships with a Teaching School offering training and development opportunities for all staff. The growth and development of Pix brook

Academy ensures that there are also many opportunities for staff to rapidly progress their careers if they so wish.





We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop their career within the profession at Pix Brook Academy and beyond. In return for your commitment and hard work we offer:

- Fantastic learning environment in new facilities.
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning.
- Supportive, experienced team.
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression as the school grows.
- All teachers receive a new laptop.
- All classrooms have 21st century technology including Clevertouch interactive screens.
- Subsidised membership to the Pendleton Gym. (Two minutes from the school).
- Support from the BEST multi academy trust for CPD including the full suite of NPQ's.
- Rural location with extensive parking yet only 35mins from King Cross.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 5th May 2024

Interview date: TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Exams Officer

JOB TITLE: Exams Officer
BASED AT: Pix Brook Academy
SALARY: NJC Level 4A. Points 11 -15. (FTE £25,979 - £27,803)
30 hours a week , term time only plus 5 training days and 5 additional days to be worked over the exams results period.

RESPONSIBLE TO: Vice Principal Curriculum

REQUIRED FOR: ASAP

LIAISING WITH: Principal, Senior Team, teaching/support staff, LEA representatives, external agencies and parents.

ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and two nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

- To oversee the administration and organisation of all aspects of external examinations is in accordance with the regulations lay down by the awarding bodies.
- To oversee the administration and organisation of internal examinations.
- To support to the SIMS Data Lead and administrative staff as required.

MAIN DUTIES AND RESPONSIBILITIES:

Administration and organisation of external examinations

- Encourage the development of a positive examination culture in the Academy to which all staff and pupils subscribe.
- Maintain effective communication with Exam Board personnel, school staff, pupils and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines.
- Liaise with Departmental Team Leaders regarding the syllabuses studied to examination level and co-ordinate the preparation and submission of entries to examination boards.



- Ensure all relevant staff are aware of the examination policy and that the rules and regulations set by the awarding bodies are clear.
- Ensure timely publication and distribution of exam timetables, procedures and exam board information and where necessary, produce written guidelines. Resolve any timetable clashes.
- Prepare and issue to all pupils taking external exams an information pack with all regulations and the schools expectations of them, together with their examination timetable.
- Liaise with the SENCo to identify candidates needing special access arrangements and apply to the awarding bodies to ensure their requirements are met.
- Ensure the safe custody of all exam materials, including question papers in accordance with regulations and be responsible for confidentiality of the exam store.
- Manage the daily running of external examinations, ensuring that all exam rooms are set up and required materials are ready for the start of all exams and arrangements for candidates with special educational needs are in place.
- Lead and co-ordinate the team of invigilators, with support from the SLT, including training, management and deployment.
- Ensure completed papers are dispatched promptly and appropriately.
- Access the results of external examinations and manage the integration into the academy's IT system.
- Receive and publish examination results and certificate.
- Provide reports for teaching staff as required.
- Assist the SIMS Data Lead to produce an analysis of examination results to the Principal, Academy Leadership Team, BEST, Governing Body, DfE, LA etc as required.
- Process all enquiries about results, malpractice, retakes, distribution of certificates.
- Manage the examination budget effectively, ensuring exam costs are met.
- Keep up to date with the latest procedures, regulations and requirements of the role. Attend at appropriate training and meetings with the Awarding Bodies.

Administration and organisation of internal examinations

- Liaise with Departmental Team Leaders to ensure appropriate timetabling and invigilation arrangements are in place for the Academy's internal examinations and Y11 Mock examinations.
- Ensuring that all exam rooms are set up and required materials are ready for the start of all exams and arrangements for candidates with special educational needs are in place.
- Design and populate user friendly reports to meet the needs of the Academy in relation to assessment and examinations.
- Liaise with other schools in order to follow up missing data.
- Analyse data form questionnaires and surveys which the Academy may carry out from time to time and respond appropriately in liaison with Line Manager, contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes
- Contribute to the evaluation and development of assessment and examinations within the school and make recommendations to SLT.

EXPECTATIONS OF ALL ACADEMY STAFF

- Work professionally and effectively as part of a specific and wider Academy staff team.



- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, carers, governors and members of the local community.
 - At all times to be a positive, professional role model for all pupils.
 - Treat all students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to staff's professional position.
 - Actively adhere to the Academy's commitment to safeguarding of all pupils and the promotion of pupils' well-being, in accordance with statutory provisions and academy policy.
 - Carry out supervision duties as directed in the duty rota.
 - Actively engage in the Academy's performance management process.
 - Actively engage in the CPD programmes to develop skills and improve practice.
 - Be familiar with, and follow, all Academy policy and practice to ensure a consistent high standard approach to all aspects of the Academy.
 - Play a full part in the life of the Academy, to support its distinctive mission and ethos.
- Act as an ambassador for the Academy at all times and positively promote its reputation within the community.
 - Attend Academy events and activities as directed by the Principal.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Essential	Desirable
Qualifications	
Educated to GCSE level (or equivalent) with English and Maths at grades A*-C	Educated to GCE A level or equivalent (NVQ Level 3)
Skills and Experience	
Excellent interpersonal and communication (both verbal and written) skills	Some experience of working with young people aged 13 – 18
Ability to work collaboratively with colleagues at all levels	
Excellent organisational skills and ability to work with high degree of accuracy	Understanding or experience of a secondary school context
Excellent working knowledge of Microsoft Office, including Word, and Excel, and management information systems.	Knowledge of school management information software. Experience of writing reports and analysing data.
Good working knowledge of database systems.	
High level of accuracy.	
Personal Attributes	
Ability to work with autonomy within set boundaries and solve problems on a day to day basis.	
Ability to cope with conflicting demands and deadlines and be able to manage and organise own workload	
Ability to maintain confidentiality at all times	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

