



Uckfield College

Support Staff Recruitment Information Booklet

**Administrator
Data and Assessment Team**

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

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In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

"Teachers make better use of assessment information to plan work that meets the needs of all pupils."

"Teachers make good use of technology available."

"Teachers have worked collaboratively... to increase the level of challenge for pupils."

"Teachers... ensure a consistent approach to feedback."

"Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."

"Pupils feel that their teachers listen to them in lessons and that they are well challenged."

"Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

"Pupils are typically very well behaved."

"Pupils are friendly, polite and there is a harmonious atmosphere in the school."

"Pupils say that homework tasks extend their current learning and provide additional challenge."

"Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Administrator – Data and Assessment Team

Scale	Single Status Grade 5
Salary	£17,972 to £18,672 (pro rata) per annum Actual salary equates to £15,580 to £16,187 per annum
Hours	37 hours per week, 40 weeks per year
Commencement	As soon as possible
Contract	Permanent

We are looking to appoint a Clerical Assistant/Exams Administrator to our Data and Assessment Team, who has the skills and ability to be part of the team administering internal and external examinations, assessment and the School's Information Management System (SIMS), and to contribute to the highest levels of success for each student at the college.

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 28th January 2019 at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Tour of the College
- Safeguarding Interview
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

Job Description

Job Title: Administrator – Data and Assessment Team

Responsible To: Exams Manager

Salary Grading: East Sussex Single Status Scale 5

Main Purpose of the Job

To be part of the Data Team supporting the administration and organisation of Examinations, Management Information System (currently SIMS) and Assessment across the College;
To assist the Examinations Manager and when required the Assessment & Information Manager in liaising with staff, students, parents/carers and external agencies;
To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

Students: in association with the Examinations Manager and when required the Assessment & Information Manager, accountable for the efficient running of examinations and provision of student data across the College
Staff: to work with the Examinations Manager, the Assessment & Information Manager, team of invigilators and liaise with all staff and agencies as appropriate;
Resources: management of resources required for examinations"

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Key Accountabilities

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Specific Responsibilities

To liaise with Curriculum and Subject Leaders regarding examination entries and deadlines;
To liaise with examination boards and any regulating body reporting to the Government;
To be responsible for examination entries and collect and process entry fees, this will include liaising with departments over late entry fees;
To produce and distribute to all concerned the examination timetables;
To organise the rooming of the examinations in conjunction with site staff and input on the Management Information System as appropriate;
Oversee the set-up of each room for examinations;
To liaise with invigilators regarding the setting of the invigilator timetable, ensuring that the appropriate number of invigilators (and grading level) is in place for each exam and complies with statutory regulations;
To log the number of sessions undertaken by invigilators and prepare and check claim forms ready to be signed off by a member of the College Leadership Group, following College protocols at all times;
In the absence of the Examinations Manager to be available to assist a JCQ Examination Inspector with his inspection and provide any information or evidence as required;
To download results and process certification;
To receive examination papers, to check, log and file away securely in line with examination regulations and in house protocols;
To oversee student profiles and liaise with staff on completion dates;
To ensure the exact amount of stationery is ordered for exams;
To ensure that certificates are filed correctly;
To fully understand the different areas of the Management Information System and update student records (including updates of timetables), and manage the behaviour /rewards system;
To make contact with parents under the direction of the Examinations Manager and when required the Assessment & Information Manager and to liaise with outside agencies if required;
To liaise regularly with the Examinations Manager and when required the Assessment & Information Manager and take part in planning meetings and any other meetings as required;
To word process and produce College documentation as required using a range of software;
To promote positive student behaviour in line with College policies;
To provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role;

To undertake exam invigilation when required, maintaining the rules set out by the external examination boards and in-line with College policy;
To observe Health & Safety regulations at all times;
To report any difficulties to the Examinations Manager and when required the Assessment & Information Manager and senior colleagues as appropriate regarding issues concerning examinations, data and assessment;
To follow the HR protocols when guiding students;
To follow statutory guidance set out by regulating and examination bodies.

Staff Development

To take part in training activities offered by the College and external agencies as identified through Performance Management.

Additional Duties and/or Aspects of the Service

- To undertake occasional classroom cover, examination invigilation or learning support thereby creating a more flexible support staff, in-line with the Remodelling of the Workforce;
- To undertake First Aid training and act as a First Aider.

Other Professional Requirements

To operate at all times within the stated policies and practices of the College
To establish effective working relationships and set a good example through own presentation and personal and professional conduct
To endeavour to give every child the opportunity to reach their potential and meet high expectations;
To contribute positively and effectively to the 'Every Child Matters' agenda and work towards the 'Common Core of Skills & Knowledge for the Children's Workforce'
To take responsibility for own professional development and duties in relation to College policies and practices
To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

Whilst every effort has been made to explain the main 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 Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.

Person Specification

Administrator – Data and Assessment Team

	Essential Criteria	Desirable Criteria
Qualifications	GCSE Grade 'C' or equivalent in English and Mathematics; A secretarial qualification; To hold, or be prepared to undertake First Aid at Work qualification.	GCSE Grade 'C' or equivalent in English and Mathematics; A secretarial qualification; To hold, or be prepared to undertake First Aid at Work qualification.
Experience	Experience of undertaking a range of clerical and administrative duties, including data input; Experience of producing documents to a high standard.	Experience of cash handling and banking procedures; Experience of supervising others.
Knowledge	Knowledge of a range of computer applications including Word and Excel."	A good knowledge of the work in a school; Knowledge of SIMS; Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities; Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
Skills and Abilities	Ability to communicate with a range of audiences including other employees within the College, Governors, students and parents; Ability to demonstrate developed interpersonal skills and communication skills; Ability to organise own workload and demonstrate initiative; Ability to respond proactively to unexpected problems and situation; Ability to develop efficient record keeping systems; Ability to produce accurate and up-to-date records and reports as required; Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date; Ability to show sensitivity and objectivity in dealing with confidential issues; Ability to demonstrate active listening skills; Ability to work effectively and supportively as a member of the College team; Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, etc.	

Personal	Willingness to participate in further training and developmental opportunities offered by the College and county, to further knowledge; Displays commitment to the protection and Safeguarding of children and young people; Ability to demonstrate commitment to Equal Opportunities; Willingness to maintain confidentiality on all College matters.	
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The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at Uckfield College, hr@uckfield.college. Your application should comprise:

- A letter of application, which includes reference to those aspects of your experience, personality, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 28th January 2019 at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible after this date. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the school.

If you require any further information please contact Caroline Selden at Uckfield College on 01825 764844, extension 1232 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, email t.fletcher@uckfield.college.

