



# COVER AND EXAMS OFFICER RECRUITMENT PACK



**BELONG**  
**BARKING**  
**ASPIRE**  
**ABBEY**  
**SUCCEED**  
**SCHOOL**

GIVE

AND

EXPECT

THE

BEST



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# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Cover and Exams Officer.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel every day. All of us try to be our best everyday.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning while minimising workload and maximising impact.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online support application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Depending on the restrictions in place at the time, the process will either be on one site or through Microsoft Teams.

## Key Dates

<b>Closing Date for Applications</b>	9:00am Friday 16th July 2021
<b>Interviews week commencing</b>	Monday 21st July 2021

Please note all dates are subject to change.

## Key Contacts

Debbie Silvestri: [silvestrid@barkingabbeysschool.co.uk](mailto:silvestrid@barkingabbeysschool.co.uk)



# Advertisement

## Cover and Exams Officer

**Start Date: September 2021**

**Permanent Contract**

**35 hours per week, term time plus 10 days**

**Salary Scale: 6 (Point 18 to 20), £27,978 - £28,992 pro rata**

An exciting opportunity has arisen at Barking Abbey School for someone to undertake a new role in School as our cover exams and timetabling officer.

This role is integral to the daily smooth operation of the school and will provide a hardworking and ambitious administrator with great opportunities for growth and development, to work as part of our expanding exams and timetabling team.

The role will be varied, and at times fast paced, enabling the successful candidate to develop skills and specialisms with software, data, and legislation regulations relating to examinations.

A key element of this role is to manage cover each morning, with this in mind the potholder should be able to commence work at around 6.30am during term time.

### **The successful candidate will have:**

- A can do and positive attitude.
- The ability to prioritise and plan workload and think of innovative solutions to solve problems.
- A commitment to Barking Abbey's high expectations and ethos.
- A desire to work collaboratively and to make a real contribution to the progress of a growing professional service department in school.
- Great communication skills with the ability to manage, manipulate and interpret data.
- Great ICT skills, in particular a willingness to learn and master new software.
- A willingness to work flexibly in a varied role.
- The ability to manage time, and an IT support team, delegating as appropriate, multi-tasking and working to tight deadlines.

The successful candidate will need to be flexible regarding working hours and location in order to meet the needs of the school in particular during busy exam periods

### **In return we can offer:**

- A good school with outstanding features (OFSTED 2017).
- A school where we get to know our students and staff well, find out what they are good at and develop their talents.
- A supportive and encouraging staff team.
- The opportunity to access a wide range of CPD opportunities within and beyond school.
- A school which understands the importance of staff well-being and workload management.

Barking Abbey is a heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

The school is located less than 10 minutes walk from Upney tube station and Barking mainline station (25 minutes from Liverpool Street).

Please go to this link to find out more information about what it is like to work at Barking Abbey:  
[www.barkingabbeyschool/join-us/staff-vacancies/](http://www.barkingabbeyschool/join-us/staff-vacancies/)

Barking Abbey serves a diverse community and as such we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or History please apply.

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.



# Job Description

<b>Job Title</b>	Cover and Exams Officer
<b>Grade</b>	6 point 18 - 20
<b>Department</b>	Human Resources
<b>Location</b>	Sandringham and Longbridge Campuses
<b>Line Manager</b>	DHT

## Main Responsibilities of the role

As part of the Exams and Timetabling team:

- Work under the direction of the DHT to make sure that daily cover is organised in school utilising internal and external sources, ensuring accurate records are kept.
- Work under the direction of exams officers to support the administration and organisation for internal and external examinations .
- To support the timetabling manager with data entry and the organisation as required during peak periods.

The postholder will be required to work around the days of the examination results in the school holidays. It is essential that the postholder is prepared to work flexible hours in order to complete the job to a high standard and meet deadlines. In return, the school is prepared to be flexible in terms of leave taking arrangements subject to the exigencies of the service

## Cover

- Maintain accurate and up-to-date records on SIMS and the Schools HR system of daily staff absences (teaching and non-teaching).
- Arrange internal cover (using school's own available staff as much as possible) to ensure, as far as possible, that all timetabled lessons take place.
- Liaise with line manager, DHT to notify them of any potential problems or issues with cover on specific days so that direction can be given and issues resolved through forward planning.
- Produce and publicise daily absence to agreed circulation list.
- Produce daily cover schedule and save to intranet by 7.30am.
- Arrange emergency cover of any lessons, which may arise throughout the day due to unforeseen circumstances.
- When directed contact outside recruitment agencies to ensure that appropriate workers are available to cover lessons that cannot be covered internally by substantive staff.
- Develop and maintain positive working relationships with agencies.
- Through direction and approval with DHT/SBM agree payment rates and contracts for agency staff prior to booking
- Input and keep upto date accurate agency worker information on the HR and SIMS system for agency workers ensuring it meets Staff Workforce Census requirements.
- Prior to agency workers arrival onsite, make sure that all the necessary safeguarding and pre appointment checks have been received and sent to HR in line with keeping children safe in education guidance.
- Maintain agency worker Information/welcome Packs and greet new and infrequent agency workers on arrival to check their ID. Provide explanation of cover work/ lesson content.
- Distribute cover work to staff covering lessons.
- Upon (rare) request and under the direction of line managers, collapse classes to release staff for cover and inform relevant staff of the arrangements.
- Liaise with HR to arrange for local induction and training to be completed for all long-term agency teachers keeping accurate records.
- Complete/approve timesheets for agency workers, keeping accurate and up to date records making sure that invoices are accurate when received.



## **Timetabling**

- Re-rooming for events such as examinations and sports days. Produce schedules of re-rooming to be distributed to individual staff affected via the staff bulletin and school notice boards.
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- Provide support to the timetabling manager during peak periods of the year, inputting data for timetabling.

## **Exams**

- Assist with the submission of entries and registrations for qualifications.
- Communicate with examination boards, relevant staff and when necessary, individual students with respect to examinations.
- Assist with the preparation of exam room(s) and organisation of exams during exam periods.
- Assist in the collection distribution and receipting of student coursework and certificates.
- Dealing with enquiries from students, parents, members of staff, examination boards, and the public.
- Support with the administration for the students that are eligible for access arrangements.
- Work to the guidelines and procedures laid down by the examination boards and the JCQ, including the receipting and logging and disposal of examination papers and scripts.
- Assist with processing applications for access to scripts and the reviewing of examinations.
- Under the direction of the Exams Officer ensure all notice boards are up to date, as directed.
- Support the organisation of (and attend) student results days.

## **General Administration and duties**

- Use word-processing, spreadsheet or other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc, as and when required.
- Assist with maintaining manual and computerised record systems, including spreadsheets, for financial records.
- Flexibility to work early mornings and late afternoons, outside core hours during exam times/peak times as and when required.
- Flexibility to work across both Campuses to support the efficient and effective administration of exams, as and when required.
- To comply with the School's financial regulations at all times.
- To take an active part in the appraisal process.
- To comply with all relevant Health and Safety regulations and assist the School in the implementation of its Health and Safety policy.
- To comply with and actively promote within their section the Borough's Equal Opportunities Policy.
- To participate in and contribute to the School's in-service training activities.
- To participate in all other duties as may reasonably be required commensurate with the grading of the post.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				A	I	T
<b>Knowledge &amp; Skills</b>	Knowledge of cover within the school environment.	√		√	√	
	<i>Good written and verbal communication skills</i>	√		√		√
	<i>Excellent customer service skills</i>	√		√		√
	Excellent computer literacy, including good knowledge of Microsoft Word, Excel, Email, Internet and Databases and produce data reports.	√		√		√
	<i>Experience of administration</i>	√		√		√
	The ability to communicate effectively at all levels, both verbally and in writing.	√		√	√	√
	Excellent organisational skills.	√			√	√
	Excellent attention to detail & ability to provide produce & provide accurate data/information.	√				√
	Ability to prioritise workload	√			√	
	Ability to work under pressure and to meet multiple deadlines	√			√	√
	Ability to work on own initiative without daily supervision.	√			√	
	To be able to process data and have a flexible innovative approach	√			√	
	To be confident and have the skills to learn and utilise new software packages					
	<b>Qualifications</b>	Good standard of literacy & numeracy at GCSE level or equivalent.	√		√	
Willingness to undertake further training and development			√	√		
<b>Attitude &amp; Personal Qualities</b>	Ability to learn quickly.	√			√	
	Ability to adapt and respond to a variety of situations.	√			√	
	Possess a sense of humour, sensitivity, tact and diplomacy.	√			√	
	Ability to conduct self in a professional manner and remain calm whilst under pressure at all times, especially whilst delivering conflicting demand.	√			√	√
	Have a customer service orientated attitude towards work.	√			√	√
	Ability to foster positive & collaborative working relationships with all staff and external partners.	√			√	
	Demonstrate a positive can do, solution focused attitude	√			√	
	<i>Ability to work effectively as part of a team</i>	√			√	

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBHEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.





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[www.barkingabbeysschool.co.uk](http://www.barkingabbeysschool.co.uk)

