



Chingford  
Academies  
Trust

*Forward Thinking, Cohesive, Proud*

## Candidate brief for the position of **Administrative Assistant/Exam Access Arrangements**

Tenure: Permanent 30 hours per week x 45.6 weeks per year

Grade/Pay Range: Scale 3 (spinal points 5-6), £16,452 – £16,750 actual pro-rated salary







## Contents

|                                              |    |
|----------------------------------------------|----|
| Welcome from the Chief Executive Officer     | 3  |
| An Introduction to Chingford Academies Trust | 4  |
| The Role                                     | 5  |
| The Person Specification and Assessment      | 9  |
| How to Apply                                 | 12 |
| Appointment Process                          | 13 |
| The Trust Charter                            | 14 |





## CHINGFORD ACADEMIES TRUST

*Forward Thinking, Cohesive, Proud*

Chief Executive Officer/Executive Principal  
Jane Benton MA Med  
Chingford Academies Trust  
Nevin Drive  
Chingford  
London E4 7LT

Tel: 020 8529 1853

Dear Applicant

Thank you for expressing an interest in the post of Administrative Assistant/Exam Access Arrangements at Chingford Academies Trust. We hope the information in the pack will give you a good flavour of our schools as well as the application procedures and that, having read the pack, you will decide to apply.

This pivotal role is available from ASAP and offers an exciting opportunity to join a passionate and focused team of colleagues dedicated to improving the lives of the more than 2000 students within our Trust.

Chingford Foundation School (CFS) and South Chingford Foundation School (SCFS) have 120 years of combined history and experience in delivering a positive, aspirational environment for our students to flourish. Whilst we have continued to adapt to the changing world around us with the creation of our Multi Academy Trust, our commitment to helping students of all abilities and backgrounds achieve their dreams has only strengthened. We are incredibly proud of our staff and students and passionate about driving improving standards across the Trust, aspiring to offer a world class education and professional development model for all.

We are looking for a skilled, professional and enthusiastic individual to help us ensure that in every way the schools within Chingford Academies Trust move to outstanding schools. There remains a lot of work ahead of us, but with innovative, inspirational leadership there is no limit to what we can achieve for our students, as we start an exciting new chapter in our story.

When completing the application form, please follow the instructions contained in this pack and demonstrate clearly how you meet the person specification and job description. If you have any questions, please contact me via my PA, Amanda Crowley on the above number or via email on [crowley@chingfordfs.org.uk](mailto:crowley@chingfordfs.org.uk)

We very much look forward to receiving your application.

Yours sincerely

**Jane Benton**  
Chief Executive Officer

Chingford Academies Trust is a charitable company limited by guarantee registered in England and Wales  
with registration number 08179498  
Registered Office: Chingford Foundation School, 31 Nevin Drive, Chingford, London, United Kingdom, E4 7LT



## **An Introduction to the Chingford Academies Trust**

A warm welcome to the Chingford Academies Trust, where we provide students with an excellent secondary education. The two secondary schools challenge and extend students of all abilities and backgrounds and prepare them to contribute positively to the communities in which they live.

Our commitment to quality, achievement and the 'comprehensive ethos' makes our schools the natural first choice of students, parents and staff in the local area who are keen to contribute to the successful development of tomorrow's young citizens.

We are proud of recent developments to provide educational spaces for our expanding roll that create a sense of wonder and awe at Chingford. These have included the Clive Moore Sports Hall, our Arts Centre, state of the art Library facilities, additional classrooms and external recreation areas. We are further developing our site with an extension to our Science facility which will be ready in September 2020.

At South Chingford Foundation School, we offer a smaller learning environment 'where everybody will know the student's name' and the support will be individualised to inspire students to make excellent progress. There is a thriving extra-curricular programme including and externally funded Saturday School which is well attended.

### **Our strengths, including what Ofsted say about our schools:**

*The Schools serve a diverse community and are inclusive in their approach.*

*Pupils say that they are encouraged to respect others and treat everyone equally.*

*Behaviour in lessons is calm and purposeful. It contributes to an atmosphere where pupils are able to engage in their learning.*

*Pupils are proud of their school. They behave well around the School and in lessons. They are cheerful, polite, helpful and very supportive of each other.*

*Many pupils choose to stay on in the Sixth Form. A student explained "We stayed because our Sixth Form has a good reputation."*

*Parents, carers and staff are overwhelmingly positive about the Schools' work.*

*Positive relationships between teachers and pupils underpin engaging and effective learning.*



## **JOB DESCRIPTION**

### **CHINGFORD FOUNDATION SCHOOL**

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>       | Administrative Assistant/Exam Access Arrangements                             |
| <b>RESPONSIBLE TO:</b>  | SENCO                                                                         |
| <b>RESPONSIBLE FOR:</b> | None                                                                          |
| <b>GRADE/PAY RANGE:</b> | Scale 3 (Spinal points 5-6)                                                   |
| <b>HOURS:</b>           | 30 hours per week x 45.6 weeks                                                |
| <b>KEY CONTACTS:</b>    | Internal - Staff/Pupils<br>External-Parents/External Agencies/Local Authority |

### **PURPOSE OF THE JOB**

The purpose of the role is to support the Special Educational Needs Co-ordinator in the administration of the exam access arrangements process and to complete the paperwork associated with the examination boards practice and procedures. Ensuring that evidence, testing and exam board applications are processed accurately and using the correct procedures

### **MAIN DUTIES AND RESPONSIBILITIES**

- Acting as the school's main point of contact for staff and parents in relation to existing or proposed exam access arrangements;
- Attending regular training and maintaining up-to-date knowledge of Joint Council for Qualifications requirements in relation to Exam access arrangements and to exams
- Following the school's EAA policy, deciding whether to initiate the screening process for a student
- Collecting and co-ordinating the completion of paperwork for all students who are eligible for access arrangements;
- Leading training for staff and students in EAA
- Monitoring students' use of EAA and initiating changes if necessary;



- Applying to exam boards for EAA for all assessments including GCSEs, A levels, Cambridge Technicals, BTecs, Functional Skills, Step Up etc;
- Supporting staff in KS3 and KS4 exam timetabling for the small number of students with agreed EAA;
- Acting as a key member of the Exam team during Year 10, 11 and 12 mocks and during all public exams, by:
  1. Ensuring that invigilators are fully aware of students' EAA and are trained appropriately
  2. Timetabling LSA's acting in role of invigilators;
  3. Acting as assistant to the Examinations Officer, especially during exam periods to include but not limited to helping the Examinations Officer set up examination rooms, collate examination papers and prepare to be sent off to the Awarding Bodies, invigilating exams when necessary and acting as Roving Invigilator during exams;
  4. Uploading papers for 'Read Write Gold' users and being in the RWG exam room until set up is complete
  5. Arranging 'emergency' EAA for students during exam time as necessary
- Liaison as required with Examinations Officer, Learning Support faculty, the Paraprofessional & School related personnel, teaching staff, external professionals (e.g. educational psychologists, Child & Adolescent Mental Health Services etc) and other educational settings
- Ensuring that JCQ deadlines are met
- Organising and managing student files, ensuring required evidence is up-to-date, in preparation for JCQ inspection(s)
- Attending regular meetings with the Examinations Officer
- Developing and improving existing processes and systems relating to access arrangements
- Participating in school line management and appraisal systems
- Undertaking other relevant administrative tasks as directed by the Examinations Officer



- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
- This job description is current at the date shown but, in consultation with the postholder, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

## **GENERAL DUTIES**

1. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
2. To be committed to, and comply with, all school policies.
3. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.
4. To participate in Performance Appraisal annually, in line with school policy.
5. To participate in continuing professional development opportunities as identified in Performance Appraisal and ensuring ability to fulfil role effectively.
6. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
7. To work effectively and successfully in your team within school.

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust.

## **OTHER REQUIREMENTS**

1. To have an up-to-date Enhanced Disclosure and Barring Check.
2. To hold a current First Aid Certificate.



## **SAFEGUARDING**

To identify, minimise and always try to prevent interpersonal abuse or violence. All staff must accept their role in safeguarding pupils and vulnerable people and must report actual or potential abuse or violence to the Safeguarding Lead, in the case of pupils, or to the Leadership Group line manager of their work area or the Human Resources Manager, in the case of staff. An appropriate investigation according to the school policy framework will then be undertaken.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Postholder .....

Signature ..... Date .....





**CHINGFORD FOUNDATION SCHOOL  
 PERSON SPECIFICATION & ASSESSMENT  
 ADMINISTRATIVE ASSISTANT/EXAM ACCESS ARRANGEMENTS**

|                                                                                                                                | <b>Essential<br/>(E)</b> | <b>Desirable<br/>(D)</b> |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Training and Qualifications</b>                                                                                             |                          |                          |
| Good standard of education                                                                                                     | E                        |                          |
| Willingness to receive appropriate training relating to the post                                                               | E                        |                          |
| First Aid qualification                                                                                                        |                          | D                        |
| <b>Experience</b>                                                                                                              |                          |                          |
| Previous experience of work in an educational environment, including experience working with SIMs                              |                          | D                        |
| Experience working in a busy office environment                                                                                | E                        |                          |
| Experience of using Microsoft Packages, including databases and spreadsheets                                                   | E                        |                          |
| Experience of managing data and maintaining accurate records and filing systems                                                | E                        |                          |
| <b>Skills and Knowledge</b>                                                                                                    |                          |                          |
| To be able to prioritise workloads                                                                                             | E                        |                          |
| To be able to deal with regular interruptions                                                                                  | E                        |                          |
| Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents and visitors                  | E                        |                          |
| Ability to work constructively as part of a team, understanding school roles and responsibilities                              | E                        |                          |
| Be able to work under pressure                                                                                                 | E                        |                          |
| Ability to proficiently use office computer and software including word processing, spreadsheet, database and internet systems | E                        |                          |
| Excellent organisational and administrative skills                                                                             | E                        |                          |
| Ability to take instructions and carry out set duties                                                                          | E                        |                          |
| Ability to work with minimal supervision and to act on own initiative                                                          | E                        |                          |



| <b>Personal Attributes</b>                                                                           |   |  |
|------------------------------------------------------------------------------------------------------|---|--|
| Approachable and empathetic                                                                          | E |  |
| Ability to show initiative and prioritise one's own work and that of others even when under pressure | E |  |
| Able to follow direction and work in collaboration with Line Manager.                                | E |  |
| Able to work flexibly to support others and respond to unplanned situations                          | E |  |
| Efficient and meticulous in organisation                                                             | E |  |
| Commitment to the highest standards of child protection                                              | E |  |
| Recognition of the importance of personal responsibility for Health and Safety                       | E |  |
| The ability to maintain confidentiality                                                              | E |  |
| Desire to enhance and develop skills and knowledge through own professional development              | E |  |
| To undertake duties with a professional approach at all times.                                       | E |  |
| Commitment to the school's ethos, aims and Trust Charter                                             | E |  |



The Trust will endeavour to make any necessary reasonable adjustment 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.

**You can find out more information by taking a look at our websites:**

[www.chingfordfoundation.org](http://www.chingfordfoundation.org) and [www.southchingfordfoundation.org.uk](http://www.southchingfordfoundation.org.uk)

To arrange a visit to the Trust schools please contact Amanda Crowley on 020 8529 1853 extn: 222 or email [crowley@chingfordfs.org.uk](mailto:crowley@chingfordfs.org.uk)

**Closing date: 9am on 23rd March 2022**

**Interview date: Week commencing 28<sup>th</sup> March 2022**

Please return your completed application to [jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk)

***The Trust is committed to safeguarding children and successful candidates will undergo an enhanced DBS check.***





## How to Apply

- i. Read carefully all the information about this post.
- ii. If you have any questions, or would like to speak to the Chief Executive Officer, please do not hesitate to telephone or email the PA, Amanda Crowley on 020 8529 1853 extn: 222 or [crowley@chingfordfs.org.uk](mailto:crowley@chingfordfs.org.uk)
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide additional information on a separate sheet. Please note that your application form will be photocopied for the Selection/Interview Panel, therefore clarity is essential. It is important that all gaps in your career history and employment are fully explained on your application form.
- iv. Send your completed application form by email (if downloaded) to:  
[jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk) or post to:

Human Resources  
Chingford Academies Trust  
31 Nevin Drive  
Chingford  
London  
E4 7LT

**Your application must be received by 9am on 23<sup>rd</sup> March 2022.**





## **Appointment Process**

Suitable applications will be shortlisted for interview as quickly as possible.

If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. Please ensure that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Under normal circumstances candidates invited to interview will:

- be given a tour of the school
- have an opportunity to meet with key staff
- undergo a selection process
- have an interview with members of the Trust

Due to the current Covid-19 pandemic, it is unlikely that tours will be provided and interviews may be held online.

### **Pre-employment Checks**

Chingford Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Chief Executive Officer/Headteacher/employer. It is our usual policy to take up references before interviews wherever possible. An offer of employment is conditional on any reference provided being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position.



## **OUR TRUST CHARTER**

**Our Trust is committed, through daily practice, to our belief that our job is to create an environment in which strong relationships pervade; staff and students are committed to building, repairing and reflecting on our behaviours so that our harmonious community is maintained.**

This Charter supports CAT Strategic Objectives 3 and 4:

### ***Strategic Objective 3:***

**To develop a culture within the constituent Academies of the MAT in which all employees and students show outstanding behaviour and attitudes to one another, their learning and the community of schools**

### ***Strategic Objective 4:***

**To nurture a culture in which personal development contributes to the creation of a harmonious community**

**How do we deliver on the Trust Charter?**

### **Creating the Right Environment**

- Committing to our part in creating a harmonious community for young people to be educated in.
- A setting where young people feel confident to engage with adults and where adults facilitate opportunities for young people to talk.
- To be open to delivering programmes and undertaking training to facilitate improved engagement and creating a harmonious community.
- To provide opportunities through the curriculum to help all young people to see the world of opportunities and the possibility of relationships beyond their immediate peer groups.
- Giving young people a forum in the school to become leaders.

### **Building Relationships**

- Being warm, emphatic, and curious about all students in our care.
- Meeting and greeting students in classrooms and conversing with them in and outside of classrooms at every opportunity.
- To be constantly offering students opportunities to expand their horizons.
- Supporting staff to show the joy of their craft.

### **Repairing Relationships**

- Behaviour practices that are based empathy, reflection and positivity.
- Whatever the cause, to be prepared to intervene at all times in order to make young people feel calm, soothed and secure.
- To be able to help young people feel confident in 'help seeking' without fearing threat, danger or shame.



- Staff and student openness to proactively repair relationships that appear to have broken down using restorative justice, warmth, understanding and kindness.

### **Reflecting and Improving**

- Staff development and training that ensures adults and students cultivate positive behaviours and reflective practices in the art of good listening, good dialogue, empathy and understanding.
- Training for parents and carers in order to support them to empower families.
- The school to utilise the most current research practice, and resources in order to enable students to make informed choices about how they can relate to each other, how they live their lives and how they treat their bodies, brains and minds.



Chingford  
Academies  
Trust

Forward Thinking, Cohesive, Proud

Chingford Academies Trust  
Nevin Drive  
Chingford  
London E4 7LT