



INFORMATION FOR APPLICANTS

HEAD OF NEXT STEPS

**Salary SO1 (points 23 – 25)
£30,773 - £32,497 (Actual salary)
£34,434 - £36,363 (Full time equivalent)**

**Hours: 37 hours per week
(Mon-Thurs 8am - 4pm & Fri 8am - 3.30pm)
Term Time Only plus 10 days (40 weeks)**

A degree of flexibility is required during examination periods



Dear Candidate



Welcome to All Saints Academy Dunstable.

As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.

The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.

Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish.

The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.

All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.

Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour."

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint a talented individual to fill our Head of Next Steps role. This role combines managing all aspects of examinations management within the Academy, supporting our students with their work experience placements and working with our Careers Lead to hold one to one interviews with students. The successful candidate will have good administrative skills, computer literacy and be highly efficient and organised. They will be articulate and able to deal sensitively with a variety of situations with teachers, examination invigilators, students, parents, examination board representatives, external companies. The ability to be clear and assertive whilst remaining calm, composed, tactful and flexible is essential.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential

ACADEMY FACILITIES









We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room
- Separate departmental staff workrooms

BENEFITS

Benefits of working at the academy include:

 Training & support	 Generous pension schemes (TPS & LGPS)
 Free Car Parking	 Access to Occupational Health Services (where required)
 Free access to the gym	 Staff social committee
 Employee Assistance Programme	 Regular staff well-being initiatives



JOB DESCRIPTION

HEAD OF NEXT STEPS

Responsible to:

Deputy Principal – Quality of Education

Core purpose:

To provide a comprehensive management and administration service of internal and external examinations and to be responsible for management of all public examinations ensuring current legislation and procedures are met.

This job requires the post holder to have flexible working arrangements over the examination period and a requirement to work on results day and some of that week (which will be during the summer holidays).

To support Careers Lead and students with work experience placements.

Job description:

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

Specific Responsibilities:

EXAMS

- Produce and maintain a calendar of examinations, ensuring all deadlines are communicated and met
- Administer external examinations and internal mock examinations
- Amend/update policies relating to the examination process
- Liaise with Directors of Learning/Heads of Subject for syllabus details, ensuring these are accurate for inclusion in the School Census
- Collation of exam entries
- Liaise with the Special Needs Co-ordinator, students and parents about examination Access Arrangements and Special Considerations
- Ensure the organisation complies with all JCQ regulations and stakeholders are updated on any changes
- Deal with incidences of malpractice
- Liaise with couriers and organise despatch of exam scripts (3pm-6pm)
- Liaise with Awarding Bodies
- Manage students to ensure all exams run smoothly and effectively

- Responsibility for the exam budget
- Start and end examinations, when needed
- Oversee the download of results and collation for students' statements of results on exam results days during the summer holidays. Arrange issue to students collecting results or posting out to students
- Prepare statistics and information for the Directors of Learning/Heads of Subject when results are available
- Management of Exam Invigilators:
 - a. Managing Exam invigilators
 - b. Recruitment and training of Exam Invigilators
 - c. Completion of timesheets
- Manage the process for post results services, ensuring they are entered by the Exam Board deadlines and records kept. Notify students of the outcome.

SEND

- Liaise with SENDCo regularly to ensure the AA documentation is up to date and JCQ compliant.

CAREERS

- Act as a point of contact for Work Experience so that students, staff, employers and other external stakeholders know who is dealing with enquiries. Make employers aware of their responsibilities to placement students e.g. health and safety, holiday and salary expectations. Ensure that companies complete Health and Safety declarations correctly
- Establish clear and effective means of communication with staff and students regarding work experience.
- Have oversight of the maintenance and development of a work experience spreadsheet and accurate database of student records, including uploading information, making updates.
- Organise and issue relevant work experience documents for placements such as risk assessments in accordance with school policy to ensure students are safe
- Scrutinise student work experience placements, reports and employer feedback
- Participate in the annual review of placement documentation including handbooks, forms and employers' information leaflets
- Coordinate pre-placement briefings and post-placement debrief sessions, and feedback from student applications.
- Assist students with queries relating to aspects of their placement
- Contact students to ensure timely submission of documentation and participation in all other requirements of the placement

General duties and responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Play a full part in the life of the Academy community, supporting its mission and ethos, to include Electives and duties.

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school
- Be aware of and comply with the code of conduct, regulations and policies of the school
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development
- Uphold the high standards of the Academy in all communications
- Promote the Academy's policies.
- Undertake any additional duties or reasonable requests required by the Executive Principal or his/her representative
- To carry out all duties with due regard to the policies of the Academy

In addition to the specific job description for your contractual duties your position is part of the overall Academy Services Team. Accordingly whilst you may have a specific day to day line manager for direction and support regarding the specific role you are also line managed by the Academy Services Manager, especially with regard to terms and conditions, overtime and toil, attendance, well-being, conduct and performance.

As a member of the Academy Services Team:

- You may be directed to support any aspect of Academy Service provision.
- You may request support from the Academy Services Manager to assist you in fulfilling your specific role.
- Academy Service Provision includes:
 - Administration, filing, data logging, secretarial, reception.
 - First aid
 - Publication and communications, phone, email, marketing and professional
 - Organisation, booking and distribution of resources and events.
- All aspects of Academy work that is not specifically assigned under contractual restriction and qualification to particular individuals or groups; subject only to the provision that direction must be reasonable and expectation of initiative will be proportionate.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

..... Post holder Date	
..... Line Manager Date Position

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION

Head of Next Steps

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> At least five A*-C/9-5 GCSEs including English and Maths (or equivalent) 	<ul style="list-style-type: none"> A-Levels or Degree
Experience	<ul style="list-style-type: none"> A well-qualified and confident administrator Demonstrable experience of working within or to support Exam Office work 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of exam processing and administration Experience of supervising others
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> Proven organisational and time management skills Excellent IT skills including word and excel with a willingness to learn new school systems Ability to develop constructive working relationships with others Demonstrable communication skills – able to receive and give accurate information to a wide 	<ul style="list-style-type: none"> Experience of SIMS

	<p>range of people inside and outside of school</p> <ul style="list-style-type: none"> • Able to work systematically, self-organise and manage others • Able to plan and organise workloads to meet conflicting work demands and deadlines • Accurate data entry • Able to write reports, letters and read and comprehend complex written information • Knowledge of child protection and health and safety procedures • Knowledge of JCQ guidelines and procedures and access arrangements • Ability to work with data tracking systems and be able to analyse data • Understanding and knowledge of procedures and legislation related to confidentiality 	
Personal Qualities	<ul style="list-style-type: none"> • Resilience and optimism; willing to go the extra mile in the busy life of the school • Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change • Excellent attention to detail • Ability to multitask and to meet deadlines • Ability to remain calm under pressure • A desire to keep skills and knowledge up to date • Commitment to safeguarding and child protection 	
Motivation	<ul style="list-style-type: none"> • Willingness to be flexible and understanding of the Academy's ethos • Willingness to undertake further training as appropriate 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding the welfare of young people in the Academy • A satisfactory Enhanced Disclosure from the DBS • Willingness to adjust working arrangements to meet day to 	

	day service demands with flexibility required during Examination periods	
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TIMELINE FOR RECRUITMENT PROCESS

Closing date for applications **6th July 2026 at 12.00pm**

Interviews **As soon as possible**

Start Date **September 2026**

HOW TO APPLY

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

REFERENCES & PRE-EMPLOYMENT CHECKS

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)

- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance