



**Waterfront
UTC**

Recruitment Pack

Examinations & Admissions Officer



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.

Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



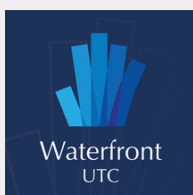
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



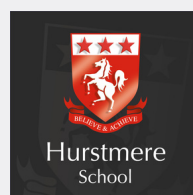
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



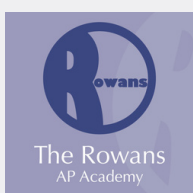
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Waterfront UTC



Welcome to Waterfront UTC and thank you for your interest in this post. I am determined to recruit the best possible individual who is passionately driven to ensure that every child succeeds in life and becomes a pioneer for Engineering or Construction.

University Technical Colleges (UTCs) are government-funded schools with a STEM focus. Our students join us in September of Year 9 or Year 12, and study a tailored curriculum of technical qualifications which focus on Engineering and Construction, whilst building a solid understanding in the core subjects.

Our employer partners work closely with us, getting to know our students over the time they are here, supporting them with careers guidance, careers planning and ongoing project work. Established by companies and universities in areas of high demand for talent, UTCs benefit from industry standard equipment and specialist staff to provide students with the skills valued by employers.

Mrs McLean, Principal

Why choose Waterfront UTC?

- Opportunity to work with older students, aged 13-19, where students are treated as adults.
- 100% of students leaving Year 11 and Year 13 are placed in their chosen destination/career path.
- A purpose built facility, with planned refurbishment and continued investment to enhance facilities and learning resources.



NOR
383



Age Range
13-19



PP
27%



FSM
31.1%



SEN
31.3%



EAL
9.3%

Job Description

Job Title:	Examinations & Admissions Officer
Contract Type:	Full-time, Permanent, Term Time Only +3 weeks
Remuneration:	NJC D2 point 7-11

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Senior Leadership Team. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

To be responsible for the efficient and effective professional administration, organisation and management of internal and external examinations within the Academy and to manage all admissions into the school in a timely manner and in accordance with school and statutory policies/guidance, liaising with a range of staff and external agencies to ensure that the needs of students are met.

- Organising training for appropriate personnel (staff, invigilators etc.)
- Liaising with the Senior Leadership Team and Heads of Department for the collection of academic information on students and input of the same onto the management information system
- To undertake reception duties when required, ensuring all visitors, staff and pupils are greeted in a friendly and appropriate manner ensuring that all visitors sign in and out in accordance with the academy's safeguarding policy
- To answer any incoming calls, both internal and external, redirecting/taking messages as necessary and acting on instructions received. To relay messages to staff and pupils
- Maintenance and supervision of pupils records (including admissions and leavers)
- Establishing effective links and consultation procedures with Examination bodies
- Producing the timetable of internal examinations and the invigilation programme
- To be responsible for all external examination matters including:
 - registering the Academy with all the appropriate examination boards
 - collecting and dealing with all correspondence from examination boards and taking appropriate action where necessary
 - disseminating information from examination boards to departments
 - collecting and sending entries, provisional and final and forecast grades, to examination boards at the appropriate times
 - providing examination information to students (timetables, examination start times) taking examinations
 - providing papers are in safe keeping until required
 - preparation and planning of the examinations season including contact with the various boards
 - co-ordination of the release of information to the students
 - assisting the Senior Leadership Team with the provision of statistical information and collating results
 - sending off of completed papers and obtaining proof of postage
- Provide advice and guidance to staff, students, parents/carers and others.
- Work with students, parents and staff to manage the administration process and procedures.
- Process external applications to all Year 11/12 year groups, liaising with the appropriate members of the academy leadership team
- Maintain waiting lists and pursue applicants when places become available
- Ensure official registers are accurately maintained, checks on missing students are made and the management information system is updated and accurate.
- Communicate with parents as necessary using a range of communication channels including telephone, text message, email and in writing.
- Take and convey messages from parents about absent students, seeking to improve communication between the academy and parents whilst ensuring accurate records are maintained.
- Use data to produce management information, including regular reporting as required.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Lead on the administration of secondary transfers for new year admissions and casual in year admissions, organising admission interviews and inputting student data onto the schools Arbor database.
- Liaise with Local Authority school admissions teams, primary school settings and other external agencies to ensure that all relevant documentation is received prior to a child enrolling at the school.
- Ensure that confidential student records are received at the school in both paper and electronic format, downloading CTF files into Arbor via the DfE Secure Access site.

- Support with the organisation of open events at the school, ensuring that any such events are communicated with staff and prospective parents/students in a timely manner.
- Maintain an accurate waiting list for all casual admissions to the school, in line with the schools agreed admissions policy.
- Administer the schools admissions procedures, offering advice to parents and members of the public on admissions criteria, collate applications for admissions to the school and ensure that criteria is being applied consistently.
- Communicate with parents on the decision of the Head of School with regards to their child's application, supporting with appeals where required.
- Ensure that the necessary paperwork is received for students leaving the school and that attendance at their new school is confirmed. Once received, securely send student records to their new school in electronic format;
- Ensure electronic and paper files for new students are received at the school in a timely manner and shared with key staff upon arrival;
- Scan and save all student records electronically on the schools network and securely dispose of paper records;
- Ensure that class sets are accurate on Arbor and support the timetabling and options process;
- Ensure that a high level of confidentiality is maintained at all times.

Administration

- Undertaking accurate and efficient administrative tasks in order to ensure effective planning and preparation of internal and external examinations
- Producing of staff and student timetables
- Co-ordinating the collection and maintenance of examination information via the management information system
- Undertaking accurate and efficient administrative tasks in order to ensure effective planning and preparation via Arbor
- Attend meetings/training and carry out administrative tasks and duties as specified on the academy calendar.

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Management Information System, Email)
- Monitor and control devolved Examination budget.

Management

- Line manage the Exam Invigilators ensuring the effective and efficient operation of the department and that each individual is effectively deployed
- Hold regular team meetings with the Exam Invigilators in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
- Be responsible for the performance management and professional development of the Exam Invigilators
- Be responsible for the induction of Exam Invigilators to the department.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
• Basic literacy and numeracy skills • Maths & English GCSE or equivalent Grade C and above • Degree or equivalent	• Evidence of ongoing Professional Development • First Aid Training
Experience	
• Experience of the role of an Examination Officer • 1-2 years' experience of the role of an Admissions Officer • Experienced in using a Management Information System such as Arbor or other equivalent.	• Experience of working within the academy or education sector • Knowledge of the Conduct of Examinations issued by the Joint Council for General Qualifications
Knowledge and Understanding	
• High degree of accuracy • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role	• Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards
Characteristics and Competencies	
• Excellent communication including verbal and written skills • Competent with IT and other software packages such as Word, Excel and PowerPoint • Good organisational skills • Ability to create a happy, challenging and effective learning environment • A solution-focused mindset and determined "no-excuses" approach to raising standards • A personable nature to build effective relationships • Ability and keenness to promote the Trust's positive culture and ethos	

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| <ul style="list-style-type: none">• A high level of integrity, confidentiality and discretion.• Ability to develop good personal relationships within a team, making an effective contribution to high morale | |
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THE HOWARD
Academy Trust