



EDWARD PEAKE CHURCH OF ENGLAND (VC) SCHOOL

RECRUITMENT PACK

'LIVE, LOVE, LEARN'

"I WILL INSTRUCT YOU AND TEACH YOU IN THE WAY YOU SHOULD GO;
I WILL COUNSEL YOU WITH MY LOVING EYE ON YOU."

PSALM 32:8

INTRODUCTION

Welcome to Edward Peake Church of England (VC) School. Thank you for expressing an interest in our current vacancy.

This recruitment pack should provide you with all the information you need to enable you to apply for this role. However, if you would like any further information or would like to arrange a visit to the school, please contact:

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Edward Peake Church of England (VC) School

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LETTER FROM THE HEADTEACHER

Dear Potential Colleague,

Thank you for your interest in working at Edward Peake C of E (VC) School. You are invited and encouraged to visit the school for a tour at any time during the application process.

Edward Peake has transitioned from a middle school (9-13) to a secondary school (11-16) as part of Central Bedfordshire Council's 'Schools for the Future' program. Starting in September 2024, we stopped taking a year 5 intake and retained our year 8 pupils into year 9. The transition will then continue until we take in our first new cohort of year 7 pupils in September 2026 and have our first year 11 cohort sitting their GCSEs in the summer of that academic year.

September 2025			7	8	9	10	
September 2026			FIRST NEW YEAR 7 INTAKE	8	9	10	11

We are excited about the unique opportunity that we have to build the school that we, as a community, choose. Subject leaders have an enormous amount of autonomy with regards to choosing and creating the curriculum for Key Stage 4. The whole community has the opportunity to contribute towards the future of our school. We have received some fabulous new facilities in addition to our already impressive facilities that were updated in 2020. It's an exciting time to join our school!

Our school has a very well established ethos where relationships are prioritised. Please take the time to review our behaviour policy which is very much based on trauma-informed relational and restorative practice. This can be found on the policies page of our school website:

<https://www.edwardpeake.beds.sch.uk/statutory-information/school-policies/>

It is far more nuanced than the traditional punitive approach and places a high degree of professional trust in colleagues. Thoughts on this are explored at every interview.

As a Church of England School, we use collective worship time and other moments during the day to reflect on our values and how we might live them, regardless of our personal beliefs as it is our shared humanity that binds us.

We are actively looking to improve the diversity of our staff and welcome applications from those who feel that this may be the perfect role for them but they're "not quite there yet". We offer support and training and a comprehensive induction package so please do contact us if you have any questions regarding the role. Help us to become an even more inclusive school as we continue on our journey of never-ending self improvement.

SCHOOL ETHOS AND VALUES

Live, Love, Learn

"I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you." – Psalm 32:8

At Edward Peake Church of England School, we believe that every young person is uniquely made and called to live life in all its fullness. Rooted in our Christian values, our vision is to inspire each student to aspire, to achieve, and to flourish – academically, personally, and spiritually.

Live, love, learn – are our guiding principles and underpin all that we do.

Live with courage and purpose: we encourage students to lead lives of integrity, ambition, resilience and compassion, preparing them to make meaningful contributions to society.

Love unconditionally: we nurture a school community where every individual is valued, respected, and supported, learning to love others as they are loved.

Learn with curiosity and commitment: we foster a culture of high expectations, where students are inspired to take ownership of their learning and strive for excellence in all they do.

We are committed to ensuring that all students leave Edward Peake confident, articulate, and resilient, with a strong sense of aspiration and self-worth. Through a rich curriculum, high-quality teaching, and a deep focus on personal development, we aim to equip students with the knowledge, character, and vision to thrive in an ever-changing world.

Moments of silence, prayer, and reflection are integral to our daily routines, helping us to consider who we are, what we stand for, and how we can grow. In everything we do, we place relationships at the heart, fostering a spirit of reconciliation, respect, and hope.

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SCHOOL INFORMATION

Edward Peake C of E (VC) School was named in honour of a local philanthropist who, in the days when education was by no means a right for our local children, made a permanent bequest by which a school teacher could be paid and children from poor families receive an education.

Although little else is known about Edward Peake, it is right that his generosity and far-sightedness is commemorated in the name of our school. Edward Peake Church of England School has served the communities of Biggleswade, Caldecote, Dunton, Northill and Ickwell for over forty years and has always had a reputation for inclusiveness.

This is a very exciting time to join Edward Peake. We began the transition from a middle school to a secondary school in September 2024. We had our first cohort of Year 9 pupils in September 2024 and began our key stage 4 curriculum in September 2025. Our first cohort of new Year 7 pupils will join the school in September 2026.

To accommodate these changes our facilities are in the process of being enhanced and updated to compliment those created when the school was expanded in 2020.

We are very proud of our curriculum which provides a broad, balanced and knowledge rich education to ensure that every child is offered challenging and engaging learning experiences with Christian values at their heart. Our curriculum has been specifically designed to suit the needs of our pupils and to ensure all pupils are able to achieve their very best.

Our main aims are to:

- **Live:** Ensure pupils develop skills and personal qualities for lifelong learning so that they can make an active contribution to society
- **Love:** Broaden pupils' horizons by giving them opportunities to explore the wider world
- **Learn:** Develop independent, confident and successful learners who achieve the best possible academic standards, whatever their starting point.

We are committed to ensuring equality of opportunities for all pupils regardless of their starting point or any possible barrier to learning and specifically seek opportunities to enhance our provision for pupils who might otherwise not have these opportunities. We believe that expanding pupils' cultural capital by providing opportunities to learn about and explore cultures beyond our own is a vital part of our curriculum.

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APPLICATION PROCESS

We use an application form, rather than asking for CVs, for all vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Friday 9 January

Interview date: TBC

Start date: February 2026 or as soon as possible

Edward Peake is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

We look forward to receiving your application.

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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Curriculum, Data and Exams Officer
Salary	Level 3D Points 7-11, FTE £26,403 – £28,142.
Hours	Full time, term time plus 2 weeks. 37 hours per week (flexible to accommodate examination requirements). It is a requirement that this post holder is available to work the week of GCSE results day.
Responsible to	Deputy Headteacher Curriculum and Assessment
Responsible for	Exam Invigilators
Purpose of job	<ul style="list-style-type: none"> • To be responsible for leading and managing the effective and efficient administration of internal and external examinations in accordance with the Joint Council for Qualifications regulations and/or awarding body rules. • To manage the curriculum and academic management functions which enable creation and efficient delivery of the school timetable. • To maintain student assessment data in using the school's Management Information System (supporting Teaching and Learning by interpreting and analysing trends and highlight fluctuations in performance to appropriate colleagues) • To work with the Deputy Headteacher for Curriculum and Assessment and those with responsibility for year groups and subject areas to identify gaps in progress and attainment for groups, sub groups and individuals and to plan how to use resources effectively to close the gaps and improve attainment and progress • To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes

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It is a requirement that this post holder is available to work the week of GCSE results day every year (usually the third Thursday in August).

- Responsibility for the school's assessment processes – to provide the Headteacher (Head of Centre), Senior Leadership Team and Governors with sound advice, to attend SLT meetings and appropriate Governors' meetings when necessary
- Advise and support Curriculum Leaders and Head of Centre in all areas and aspects of assessment including formal exams
- To be responsible for all aspects of examination process both internally and externally, including but not limited to:
 - Moderation, non-examined assessment (NEA) and ongoing course approval
 - Entries
 - Timetables and rooming
 - Access arrangements
 - Staff deployment
 - Invigilation
 - Exam board correspondence
 - Recruitment and training
 - Compliance with all school/Trust/Exam board/JCQ regulations and policies
- To be responsible for the organisation and security of examination papers covering safe collection, storage and dispatch
- Support the Head of Centre to take all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place
- To be responsible for all aspects of effective examination communications to both internal and external stakeholders, including but not limited to:
 - All key dates and deadlines
 - timetables
 - policy and maladministration/malpractice
 - results and results day
 - post results service
 - appeals
 - and all other JCQ requirements and regulations

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- Liaise with the SENDCO regarding candidates with special educational needs, including applying to awarding bodies for access arrangements, modified materials, and special considerations.
- Liaise with the Senior Leadership Team, Premises Manager, and Premises Team to ensure the preparation of venues meets all examination regulations and provides the best possible environment for candidates.
- Recruit, train, and manage a team of exam invigilators, including scheduling and providing ongoing support to ensure the smooth running of exam sessions.
- Oversee the secure receipt, storage, packaging, posting, and handling of examination materials, including the downloading and distribution of exam papers and associated documentation from awarding bodies.
- Manage all aspects of results embargo day and results day , including the downloading, administration, and distribution of statements of results to students and staff.
- Administer and coordinate all post results services , including enquiries, reviews, remarks, and appeals, ensuring accurate records and clear communication with students, parents, and staff.
- Effectively use internal and external IT systems to access and manage awarding body results information
- To help set and manage the examinations budget
- To ensure the school's compliance with all examination boards' requirements and to meet the standards required by the moderation and assessment bodies
- To maintain confidentiality of information acquired in the course of undertaking duties for the school
- Liaise and work with the Cover and Curriculum Manager to ensure the efficient leadership, management and implementation of any internal or external examination series
- Proactively keep abreast of and act on any industry changes or updates in a timely fashion and advise relevant stakeholders accordingly

JOB DESCRIPTION AND PERSON SPECIFICATION

- Manage and maintain assessment and examination data within school's Management Information System (MIS), ensuring the accuracy, integrity, and security of that data.
- For the purposes of examinations and timetabling oversee the management of student records, including new admissions, leavers, personal details, demographics, class lists, timetabling, and rooming changes
- Coordinate the collection, entry, and uploading of baseline and assessment data (e.g., KS2, CATs, internal and external assessments) to ensure accuracy and consistency.
- Develop, maintain, and oversee robust systems for the collection, monitoring, and analysis of ongoing assessment data to track student progress and attainment.
- Upload and manage data across platforms, ensuring information is accessible and reliable for staff.
- Produce timely, accurate, and accessible reports and analysis for senior leaders, curriculum leaders, governors, teaching staff, and external agencies to support decision making and school improvement.
- Support the reporting process to parents , ensuring that all communications are accurate, timely, and clear.
- Ensure compliance with all statutory returns (e.g., census, performance data), data protection regulations, and confidentiality requirements.
- Provide training, support, and guidance to colleagues on effective use of data systems and analysis.
- Work with the Senior Leadership Team to support the implementation of new initiatives and continually improve the efficiency and effectiveness of school data systems.
- Regularly brief relevant staff on updates and the processes and plans
- Take a leading role in the active and timely distribution of information to all relevant stakeholders

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- To support the admin team in ensuring that the student database systems and data meet the information and reporting requirements of the school
- To possess an in-depth understanding of the full assessment process and exams grading structure of both internal and external assessments
- Use working knowledge of curriculum and academic management systems used to support assessment
- Interpret and apply guidance into efficient and effective operational processes
- Actively build and maintain networks with other school exam personnel
- Working in collaboration with all members of academic and support staff to deliver effective management of a functioning school timetable, in all regards, e.g., students, staff, rooms and all aspects of academic management.
- To work alongside the Deputy Headteacher for Curriculum and Assessment in the production, delivery, management and maintenance of the school's timetable within agreed timescales, making full use of the functionality of the timetabling software.
- Oversee and manage the GCSE options process, liaising with relevant staff and students.
- Overall responsibility for setting up and maintaining the academic management functions within SIMS.
- To undertake any other task commensurate with the grade of the post, as directed by the Headteacher

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JOB DESCRIPTION AND PERSON SPECIFICATION

Attributes	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Good standard of general education up to 'A' level standard or equivalent • Willingness to develop professionally and undertake further training, as required 	<ul style="list-style-type: none"> • Evidence of further professional training • Degree or equivalent qualification
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to work accurately, with meticulous attention to detail • Ability to plan effectively and organise and motivate others. • Ability to develop and monitor procedures • Ability to prioritise, organise and meet deadlines • Excellent IT skills • Ability to lead and direct a team of Exam Invigilators • Ability to deal with all people in a polite and courteous manner • Excellent verbal and written communication skills • Ability to support students through their exams with empathy 	

JOB DESCRIPTION AND PERSON SPECIFICATION

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of organising and administering the public examinations process in a secondary school or college or in a related post • Experience of using SIMs, Nova T and other equivalent databases • Experience in a similar / related post • Experience in a school or other educational setting • Highly developed planning and ICT skills and meticulous attention to detail 	<ul style="list-style-type: none"> • Experience in a senior administrative role. • Experience of Line Management or leading a team. • Experience of managing and maintaining data in a secure environment • An understanding of the statutory requirements of legislation, including Child Protection, Equal Opportunities, Health & Safety and Inclusion
Other	<ul style="list-style-type: none"> • A pro-active record of CPD • Understanding of safeguarding issues and ability to follow all school procedures relating to this • A commitment to the school's ethos and values • Hold positive values and attitudes and adopt high standards of behaviour in a professional role • Demonstrable commitment to teamwork and school improvement • Integrity • Self-motivated 	

The above will be evidence by a variety of means including: Application Form, Letter of application, References and Interview process

THANK YOU

We hope you have found the information in this pack useful. We look forward to your application and welcoming you to #TeamPeake

Check out our curriculum pages to learn more about how we support our learners for the future



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