



**Waterfront  
UTC**

**Candidate Briefing Pack  
Examinations & Admissions Officer**





# Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

**Owen McColgan**  
Chief Executive  
The Howard Academy Trust





## *Working together to build a community of successful learners*

### Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is 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 and a solutions led approach;**

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.



### Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



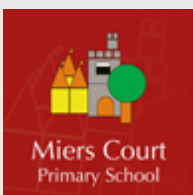
**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



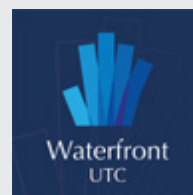
**Deanwood Primary School**  
230 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
460 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Miers Court Primary School**  
400 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
270 Pupils on Roll  
Rated Good by Ofsted  
Located in Gillingham, Kent



**The Abbey School**  
1,200 Pupils on Roll  
Located in Faversham, Kent

Further information about our  
academies can be found at  
[www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

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. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



## Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

## Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

## Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

## Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



*Hear from staff across the Trust*





# 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. I am delighted to be leading such a fantastic team of teachers alongside hard working and driven students with ever supportive parents and carers.

## **What is a UTC?**

University Technical Colleges (UTCs) are government-funded schools with a STEM focus. They provide a unique and relevant approach to education which addresses the changing needs of students and employers in the 21st Century. Established by companies and universities in areas of high demand for talent, UTCs provide sought-after technical qualifications and benefit from industry standard equipment and specialist staff to provide students with the skills valued by employers.

## Employer Partners:

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. This relationship results in roughly a third of our students going onto apprenticeships at higher and degree level, a third going directly to University to study STEM type degrees and a third going direct into employment or further education.

We like to treat our students as adults and the environment reflects this. Students follow a professional dress code and conduct themselves as if they were working in a professional work environment, all part of our employability programme.

Students at Waterfront UTC study a tailored curriculum which focuses on Engineering and Construction, whilst building a solid understanding in the core subjects. Students have the opportunity to study either or both Engineering and Construction, Business Studies, Computer Science, Design Technology and Triple Science. All students also study Maths, English Literature/Language and Combined Science.

Our students join us in September of Year 9 or Year 12, where they are introduced to our technical subjects alongside the traditional GCSEs that go to make up our curriculum offer. We are very fortunate to be based in a purpose-built facility in the heart of the Chatham Waters redevelopment area. Our students come from as far away as Whitstable, Faversham, Sittingbourne, Maidstone and of course Medway.

I am particularly proud of our exam outcomes which have improved year on year as we continually strive for excellence. These outcomes have meant that 100% of our students leave at the end of Year 11 or 13 and are placed in their chosen destination and career path, proving that we are doing, works!

*Mrs McLean*  
Head of School



## About Waterfront UTC



NOR  
**268**



Age Range  
**14-19**



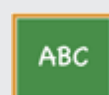
PP+FSM  
**26.8%**



SEN  
**38%**



EAL  
**9%**



OFSTED Rating:  
**Good**



Gender of Pupils:  
**Mixed**



# Job Description

|                       |   |
|-----------------------|---|
| <b>Job Title:</b>     | Examinations/Admissions Officer                   |
| <b>Contract Type:</b> | Full-time, Permanent, Term<br>Time Only + 2 weeks |
| <b>Remuneration:</b>  | NJC D2 Points 7-11 (FTE £24,294<br>- £25,979)     |

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of an Examinations & Admissions Officer 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

**Post:** Examinations & Admissions Officer

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   |
|--|---|
| <b>Education and Qualifications</b>  |   |
| <ul style="list-style-type: none"> <li>• Basic literacy and numeracy skills</li> <li>• Maths &amp; English GCSE or equivalent Grade C and above</li> <li>• Degree or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of ongoing Professional Development</li> <li>• First Aid Training</li> </ul>  |
| <b>Experience</b>  |   |
| <ul style="list-style-type: none"> <li>• Experience of the role of an Examination Officer</li> <li>• 1-2 years' experience of the role of an Admissions Officer</li> <li>• Experienced in using a Management Information System such as Arbor or other equivalent.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> <li>• Knowledge of the Conduct of Examinations issued by the Joint Council for General Qualifications</li> </ul>   |
| <b>Knowledge and Understanding</b>   |   |
| <ul style="list-style-type: none"> <li>• High degree of accuracy</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to changing demands of the post</li> <li>• To undertake any training relevant to the role</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• 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</li> </ul> |
| <b>Characteristics and Competencies</b>  |   |
| <ul style="list-style-type: none"> <li>• Excellent communication including verbal and written skills</li> <li>• Competent with IT and other software packages such as Word, Excel and PowerPoint</li> <li>• Good organisational skills</li> <li>• Ability to create a happy, challenging and effective learning environment</li> <li>• A solution-focused mindset and determined "no-excuses" approach to raising standards</li> <li>• A personable nature to build effective relationships</li> <li>• Ability and keenness to promote the Trust's positive culture and ethos</li> </ul> |   |

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