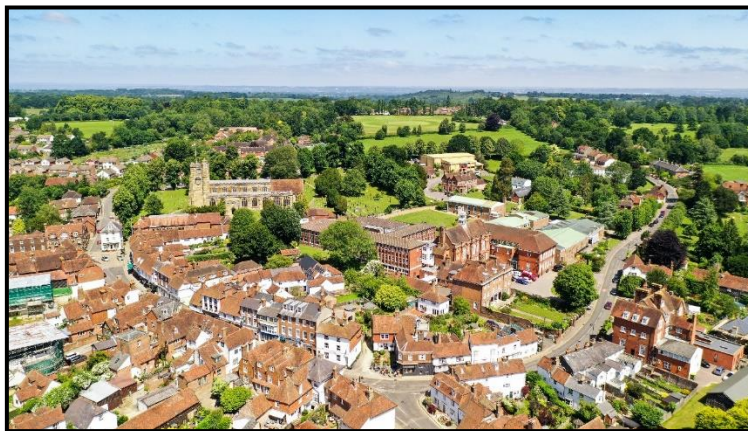




Cranbrook
School



Exams and Data Officer

Waterloo Road, Cranbrook, Kent TN17 3JD
Telephone 01580 711818
E-mail: cousinsj@cranbrook.kent.sch.uk
www.cranbrookschoo.co.uk

School Information

Cranbrook School is a mixed state grammar school with 872 pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Day pupils come from within 5.28 miles of the school, following a test to judge their suitability for a grammar school education. Boarders are admitted from a wide area, having sat the same test. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools. We provide a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision.

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

Cranbrook is keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the Combined Cadet Force and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and, in recent years, groups have travelled to South America, Portugal, Nepal, and southern India for sports tours, exchanges, adventure, and to work on projects.

Cranbrook's boarding houses each have their own ethos and identity and a marked sense of house pride. There is a full fixture programme on weekends and a variety of trips and activities on Sundays, for which a number of staff give up their time. The boarding life of the School offers both staff and students new and enriching experiences and makes this an exciting and fun place to work.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take the progress and development of their students very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school, and applicants are invited to indicate areas where they would be able to make a contribution. We welcome Early Careers Teachers and have a number of experienced mentors on our staff. ECTs and their mentors are offered additional support via Teach in Kent to help ensure a positive experience during the two-year training.

Benefits of working at Cranbrook include:

- From September 2023, priority entry for staff children
- Lunch in the dining hall every day
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, 15 minutes' drive from the nearest station (Staplehurst) and an hour from London.

If you would like further information, please contact Julie Cousins: cousinsj@cranbrook.kent.sch.uk / 01580 711818.

Job Description

Title	Exams and Data Officer
Accountable to	Bursar
Responsible to	Assistant Head Curriculum

Job Purpose:

This post plays a pivotal role leading the school's examinations and assessments including all aspects of the school's MIS (Edgen) relating to academic data and reporting.

Job Summary and Key Tasks:

1. Be responsible for entries, administration, organisation running, storing and remark applications of public and internal examinations, NEAs and internal assessments (including CAT tests) including for students with access arrangements and where necessary external candidates.
2. Be responsible for, maintain and manage the school census.
3. Manage the team of invigilators, including all required recruitment & training and ensuring venues are booked and set up as required.
4. Oversee the downloading, checking and distribution of results, certificates and parental liaison in particular with remarks, resits etc.
5. Attend examination officer briefings and maintain up to date knowledge of all relevant examination policies and guidelines and disseminate up to date information about public exams and be available to advise staff, parents and students accordingly. Including the provision of all school exam guidance.
6. Oversee and administer university entrance tests.
7. Support JCQ inspections and ensure the school complies with all guidance.
8. Maintain internal academic records.
9. Ensure the school provides all necessary external parties with examination data as required including transcripts for predicted or achieved grades and the publication of league tables etc.
10. Oversee the communication of all academic grades and reports with parents (including managing reports wizard and gradebooks in Edgen).
11. Manage the Exams Support and Cover Officer.

Essential Skills and Qualifications:

- Excellent ICT and organisational skills
- Excellent communication and interpersonal skills
- Experience of working successfully with a diverse range of people
- Ability to work independently
- Ability to manage and prioritise own workload with initiative and flexibility
- Strong organisational, problem-solving and evaluative skills

Knowledge and Experience:

Essential Experience:

- Working effectively under pressure to tight deadlines
- Use and maintenance of manual and computerised record keeping systems

Desirable: Previous education experience

Essential Personal Attributes:

- Ability to learn new systems quickly
- Ability to work under pressure whilst maintaining efficiency and accuracy
- Ability and willingness to be flexible on working hours on occasion, according to need
- Willingness to work as member of a team
- A commitment to high standards
- An understanding of the importance of confidentiality
- A commitment to the aims of Equal Opportunities

Terms and Conditions

Hours: 37 hours a week, Monday to Friday, excluding lunch breaks. Hours are flexible depending on the needs of the examination department.

Salary: £28,197 full time equivalent - £24,469 pro rata

The position is term time only, plus Insets, plus two weeks.

Required to be in school for both GCSE and A level results week.

An entitlement to join the Kent County Council Local Government Pension Scheme is applicable.

A six-month probationary period is applicable.

Occupational health clearance

Closing date: 15 October 2024

Interviews to be held shortly after

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities.
(A copy of our recruitment policy is available on request)

THE APPLICATION AND APPOINTMENT ARRANGEMENTS

We look forward to receiving your application completed as fully as possible and returned to Julie Cousins. Please also send a hand-written letter stating reasons why you would particularly be interested and suitable for this post, in support of your application.

Return applications to: Ms Julie Cousins, by e-mail or post,

Barham House
Cranbrook School
Cranbrook
Kent TN17 3JD

CousinsJ@cranbrook.kent.sch.uk