

Our School Context

Riverbank Academy is a World Class and Outstanding Special School. Our vision is for all students to make exceptional progress and lead happy and fulfilled lives.



We currently work with 200 students and have a dedicated staff team that care about their personal and academic development.

We have the most incredible facilities which has a huge impact on the quality of learning. This includes a Hydrotherapy Pool, Soft Play, Fitness Suite, Sensory Garden, Horticulture Area, Physiotherapy Room, Speech and Language Intervention Room, Forest School, Open Library Area, Food Technology Room, Computer Suite, Science Room, Art Room, Performing Arts Room, Trim Trail with Swings, a student led Café and a popup shop! We also have a Wave Centre and Navigator Suite to support the layered and complex needs of 18 students.

We are a Broad-Spectrum School with needs ranging from profound and multiple, severe and moderate learning difficulties (PMLD, SLD and MLD). This opens many professional development opportunities for our staff, allowing them to apply a range of new skills in a fully inclusive setting.



We are looking for a caring, motivated and creative individual that can provide excellent administration support for our students. **We welcome all applicants from school and non-school backgrounds.**



What do we offer?

- A friendly, happy and dedicated team
- A senior leadership team open-door policy for all staff
- Amazing facilities
- School iPad or Chromebook
- Staff access to our fitness suite, before and after school
- Exciting CPD opportunities
- Access to an innovative curriculum which has been adopted as best practice in other Special School settings.
- If staff have 100% attendance in an academic year they have can take one additional paid day off the following year!
- Additional payment for staff that attend residential trips on a Saturday and/or Sunday
- Cycle to Work Scheme
- Six Togetherness Sessions a year, where we come together as a school community to take part in activities such as school picnic/disco/sports day and simply enjoy being together!
- Free fruit, tea and coffee in the staffroom and a water cooler.
- Eleven “Wellbeing Wednesday” sessions where we encourage staff to take part in a wellbeing activity after school, this includes access to an external fitness instructor who comes into school and is free for staff to access.



Administration and Exams Clerk

Scale: Grade 4
Hours: 37 (8:00-4:00 Monday - Thursday, Friday 3:30) - Term Time Only
Salary: £20,202 to £23,111 (pro rata actual salary)

Responsible to: Deputy Head and Headteacher

Job Purpose:

- Carries out general clerical duties
- Assists with the coordination of the school's assessment rationale
- Ensure the school census is submitted within the allocated timescales
- Oversees the school's examination procedures informing staff of confirmed entries, accreditation changes, deadlines and results.
- Support with the day to day running of the school, including all administration systems, duty rotas, supporting reading, personal care and the administration of medication.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Exams and Clerical:

- Checks the accuracy of reports and student information
- Maintains the confidentiality of all work
- Maintains the accuracy of information and controls all data reporting required through the assessment and accountability rationale
- Performs scheduling procedures required from the Local Authority and DfE
- Distributes reports through proper channels; checks documents for consistency
- Determines weekly priorities and schedules accordingly
- Maintains biographical, schedule and assessment records.
- Performs data entry operations
- Maintains computer-based school level administration applications
- Provides school-based data for Local Authority and DfE reporting
- Provides data for transitions to intervention programs
- Oversee all arrangements for all public examination entries e.g. GCSE and equivalent, Vocational subjects including Diplomas.
- Organise the collection of registration and examination fees; organising and invoicing in liaison with the Finance Officer.
- Co-ordinate the preparation and submission of entries to examining bodies.
- Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.

- Ensure the school is compliant with Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
- Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the school deals with.
- Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
- Receive examination results and certificates and plan for their issue.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies including all up to date JCQ regulations

In addition, any other tasks as directed by the Head Teacher which fall within the range of the post.

GENERAL

1. The postholder must carry out his or her duties will full regard to the Riverbank Equal Opportunities Policy.
2. The postholder will perform any other duties and responsibilities within the range of the salary grade.

PERSONNEL SPECIFICATION

- Honesty and integrity.
- Good interpersonal and communication skills
- Common sense and the ability to work smoothly and harmoniously with other members of staff
- Ability to work with minimal supervision

All employees of Riverbank are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.

David Lisowski,

DL

November 2023

David Lisowski, Head Teacher

Riverbank Academy
Princethorpe Way
Ernesford Grange
Coventry
CV3 2QD

How to apply

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals then we would like to meet you. For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – ‘Vacancies page’

If you would like further information please contact:

David Lisowski: headteacher@riverbankacademy.org.uk

Please return completed application forms to: headteacher@riverbankacademy.org.uk [No hard copies to be sent in the post]. We look forward to receiving your completed application form. **The closing date for this post is Friday 15th December 2023.**

Interviews – we will interview upon application.

We look forward to receiving your completed application