



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

Access Arrangements Administrator  
Required from September 2024

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# Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter  
Headmaster

# Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Job Description

## Academic Support Department Access Arrangements Administrator

**Required from September 2024**

### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff, including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### The Role

To provide efficient and effective administrative support to the Academic Support Department, particularly in relation to Access Arrangements for public exams.

### Duties

Work with and support members of teaching staff to ensure that all appropriate access arrangements for public and internal exams are in place.

Assist the Head of Academic Support in ensuring that the school's record keeping and practise is fully compliant with exam board and Joint Council for Qualifications regulations.

Provide administrative support to the Head of Academic Support as and when required.

## Duties in detail

- Collate feedback from teachers relating to Access Arrangements (AA)
- Maintain AA Register as required to record students' Access Arrangements
- Liaise with Head of Academic Support re applications for AA
- Ensure AA info is available to relevant stakeholders
- Ensure monitoring and preparations are in place during internal exam season
- Maintain pupil files in relation to access arrangements, producing notes and data protection paperwork as required
- With Head of Academic Support, make applications to exam boards for access arrangements
- Keep up to date with Joint Council for Qualifications (JCQ) rules
- Ensure that pupils know how to use agreed access arrangements in internal school exams and public exams
- Input information around SEND and access arrangements centrally that will be used and informative to all stakeholders in the school especially teachers and exams Office
- Familiarise with access arrangements used at school. If necessary, attend access arrangements course by JCQ in order to upskill
- Administer group access arrangement tests (LUCID exact and DASH)
- Oversee the collection of oversee the collation of the required paperwork for the JCQ annual exams inspection
- Set up the master paperwork applications for each pupil at GCSE / A-level
- Construct coherent emails to teachers, pupils and parents
- Liaise with wider school teams, for example exams office and Exams Officer
- Act as a point of contact for staff, pupils and parents in relation to existing or proposed exam access arrangements
- Assist the Head of Academic Support in ensuring that Joint Council for Qualification (JCQ) deadlines are met for access arrangement applications.
- Monitor pupils' use of access arrangements and initiate changes if necessary
- Manage storage and distribution of laptops and liaising with IT technicians in case of any issues and to support running of onscreen testing and assistive technology.
- Work with pupils during internal assessments to ensure they know how to use their access arrangement effectively and support in delivering training and intervention to pupils/staff as required.
- In line with our commitment to safeguarding, have a duty of care towards pupils and report any such concerns to the Designated Safeguarding Lead.
- Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils, and visitors.
- Carry out other reasonable duties to support the Academic Support Department

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE level grade C/Level 4 or higher in Maths and English (or relevant equivalent)</li> </ul>	
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Strong administrative skills</li> <li>• Effective communication skills</li> <li>• Flexibility and reliability</li> <li>• Ability to work on own initiative as well as being a good team player</li> <li>• ICT literate, specifically in Microsoft Word, Excel, PowerPoint, Outlook, and Internet Explorer</li> <li>• Able to work in an organised and methodical way</li> <li>• Able to prioritise and manage workload, working effectively and calmly under pressure</li> <li>• Able to work quickly, accurately and to deadlines</li> <li>• Able to maintain confidentiality</li> <li>• Good written and verbal communication skills</li> <li>• Able to relate well to school staff, students of all abilities, parents and carers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> <li>• In depth understanding of pupil's access arrangement and the reason for such arrangements</li> <li>• An understanding of standardised testing</li> <li>• An understanding of the JCQ exam requirements</li> <li>• An understanding of access arrangements and their role in an educational setting</li> <li>• An understanding of the schools MIS</li> <li>• Able to supervise individual or small groups of students</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Adaptable</li> <li>• A 'can do' positive approach: energetic and enthusiastic with a sense of humour</li> <li>• Reliable attendance and punctuality record</li> <li>• Open and constructive, accepting of feedback and always willing to learn</li> <li>• Team player</li> <li>• Structured and well organised</li> <li>• Effective use of time</li> <li>• Thorough in all they do</li> </ul>	

## Terms and Conditions

<b>Reporting to:</b>	Head of Academic Support
<b>Accountable to:</b>	Headmaster
<b>Hours of Work:</b>	From 16 hours per week, 34 weeks per year
<b>Remuneration:</b>	Actual salary based on 16 hours per week is £7,227 per year (including holiday pay). FTE salary, excluding holiday pay, is £22,717 Dependent upon qualifications, skills, and experience
<b>Probationary Period:</b>	6 months
<b>Pension:</b>	The School offers a contributory pension scheme
<b>Lunches:</b>	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
<b>Additional benefits:</b>	Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.
<b>Referees:</b>	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

## Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

**The closing date for applications is: 9am, Monday 12<sup>th</sup> August 2024**  
**Interviews will take place between 15<sup>th</sup> and 22<sup>nd</sup> August 2024**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**



## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)