**Rye College, Part of Aquinas**

[**www.aquinastrust.org**](http://www.aquinastrust.org)

**Application Pack**

**Examinations & Data Officer**

**As soon as possible**

Examinations & Data Officer

Our schools, Rye College and Community Primary School are seeking to appoint an enthusiastic, precise and adaptable **Examinations & Data Officer** to join our highly-motivated team at an exciting time in the schools’ growth.

**Our aim** is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

* Have experience, or a demonstrable interest in working in the field of **administering public examinations and data management in a school environment;**
* Have a background in education, public examinations and data;
* Be a good communicator with the ability to work independently and as part of a team;
* Have proven precision and detail centred abilities;
* Have practical experience of educational management systems;
* Have practical experience of record and data entry and management;
* Have a high level of IT skills including Office 365, MIS, Word and Excel and with the ability to learn software packages quickly;
* Have experience of, or a willingness to learn, the practical aspects of Data Management;
* Be able to demonstrate a proven ability to lead an direct a team;
* Be able to demonstrate the ability to work in a busy education environment and manage conflicting priorities;
* Aspire to help deliver an outstanding learning environment.

In return, we offer:

* A happy community committed to the professional development of all colleagues;
* A distinctive local context ensuring we place inclusivity at the heart of all we do;
* A skilled and experienced team of teachers and other professionals;
* A motivated leadership team leading rapid improvement to the students’ life chances;
* A school in which the students are enthusiastic, engaging and thoughtful.

**Rye College and Community Primary are committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation, and to undertake not to do anything in any way contrary to the interests of the foundation.**

# The Application Process and Timetable

## Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

* Closing date for applications: **12pm Friday 16th June 2023**

## Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

## Interviews

Candidates will be invited for interview.

Interviews: TBC

## Appointment

All candidates will be contacted following interview.

* Appointment to commence: As soon as possible

## Applying

Please send your application, outlining your suitability for the role against the attached person specification and job description, by email to [HRassistant@ryecollege.co.uk](mailto:HRassistant@ryecollege.co.uk). Alternatively, submit your application to **Academies Business Manager, Rye College, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant’s identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

May 2023

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. We are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change to improve the standard of education and facilities at Rye College – ideal for ambitious and talented individuals to truly make a difference and build upon our most recent OfSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. At present, we are focused on instilling a sense of responsibility in all our students – a sense of ownership of their learning, of their schools, of their actions and of the consequences. In today’s complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate people.

We are looking to recruit an experienced individual to our associate team who wants to raise standards and continue our transformational journey through the creation of a vibrant and innovative environment. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build amazing schools that deliver excellence for every one of our young people.

In your application, please outline why you would like to join us, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,



Barry Blakelock

**Executive Headteacher**Job Description

**JOB TITLE:** Examinations and Data Officer

**GRADE:** Single Status Grade 10, Point 26 – 28

**HOURS:** 37 hours per week; 52 weeks per year

**SALARY RANGE:** **£32,037 - £34,452**

**RESPONSIBLE TO:** Headteacher

## MAIN PURPOSE OF THE ROLE:

The Exams and Data Officer has two core roles:

**Examination Officer**

The Examinations Officer is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by JCQ and the Awarding Bodies as appropriate. This includes responsibility for the administration and organisation of any internal exams or assessments in liaison with the Headteacher.

**Data Officer**

The Data Manager is responsible for the overall consistency, accuracy, integrity and security of data with the School’s Management Information System and associated data solutions. This includes the development and maintenance of the database, academic administration within the database, integration with third party systems, any required staff training, and end user support.

The Exams & Data Officer will at all times treat the confidentiality and security of data as of paramount importance.

## KEY TASKS:

**Examinations**

**Entries and Planning**

* Liaising with Heads of Department, candidates, parents/carers and Awarding Bodies regarding entries.
* Submitting initial entry intentions, provisional entries, confirmed entries, amendments to entries, forecast grades and coursework/controlled assessment marks for external examinations to Awarding Bodies in advance of deadlines.
* Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to JCQ and other Awarding Bodies for special arrangements for such candidates; ordering modified examination papers and materials in advance of deadlines.
* Resolving examination clashes in accordance with JCQ regulations; arranging both internal and overnight quarantine when necessary.
* Ensuring that candidates are aware of examination regulations and procedures; providing candidates with personalised examination timetables.
* Determining and staffing invigilation requirements; briefing and training invigilators in JCQ regulations and school procedures.
* Making appropriate examination arrangements for external candidates.
* Arranging external examinations for non-curriculum subjects, e.g. GCSE Psychology (SC) and ‘mother-tongue’ languages.

**Submission of Work:**

* Collecting, checking and despatching worked scripts in accordance with the regulations; organising courier services when necessary.
* Ensuring the despatch of any coursework or controlled assessments in accordance with the regulations in advance of deadlines.

**Running of Exams:**

* Managing the daily running of examinations, including internal examinations when required; ensuring that all materials required are in the examination rooms for the start of the examinations and that arrangements for candidates with special educational needs are in place.
* Ensuring that examination rooms meet JCQ requirements with regard to suitability, Health and Safety, security, and preparation.
* Providing a centre timetable to include dates, times, venues, number of candidates and invigilation requirements.
* Facilitating inspections by representatives from JCQ and Awarding Bodies.

**Post-Results Services:**

* Overseeing the receipt and checking of certificates; arranging amendments when necessary.
* Planning, implementing and manageing the results day
* Processing enquiries about results; arranging the distribution of re-mark results to candidates and school leaders as appropriate.
* Providing advice and documentation to the Head of Centre and HoDs regarding JCQ Appeals.
* Processing requests from candidates and HoDs for the return of photocopied and original scripts; arranging the distribution of returned scripts to candidates and HoDs as appropriate.
* Ensuring that costs of re-sits etc are reimbursed by candidates/departments, as appropriate.

**Security:**

* Maintaining a secure and efficient EDI data transfer system.
* Arranging the secure receipt and safe custody of examination stationery and materials, including pre-release documents, software and question papers; organising the distribution and return of examination materials in accordance with JCQ regulations.
* Ensuring the secure collection of, and processing of, results into the school MIS; dealing effectively with issues affecting results data and documentation; producing Provisional Statements of Results for candidates; overseeing the distribution of results to candidates.
* Maintaining and validating data held in the school MIS as necessary.

**General:**

* Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
* Hold responsibility for the College Exams’ Policy, including updating in line with Examination boards, JCQ and OfQUAL regulations.
* Keeping up to date with the requirements of the role. Ensuring attendance at appropriate Awarding Body and other INSET training meetings; keeping up to date with the latest procedures and regulations for external examinations.

**Staff and finances:**

* Be responsible for the training of invigilators.
* Be responsible for checking invoices from Awarding Bodies.
* Be responsible for raising invoices and collecting fees for external candidates.
* Be responsible for raising invoices and collecting fees for Post Results Services; arranging for reimbursements as appropriate.

**Data Management**

* To champion, manage and administer the school MIS database (Arbor) and associated integration with other data solutions (ParentPay, Parents Evening Booking System, MyMaths, kerboodle etc.)
* To ensure consistency, accuracy and validity of data, developing new protocols for data processing and data entry procedures, in compliance with legal and data protection regulations
* Security and access level management of active database users. Starter and leaver processing, with key emphasis on safeguarding and data protection
* Staff training and induction, ongoing end user support
* Creation of Arbor ‘how-to’ guides to assist teachers with common (or lesser known, helpful) functions.
* To keep abreast of any Arbor updates and proactively ensure that relevant updates or features are highlighted to appropriate staff.
* Development of any data-related projects that may be required by the Core Leadership Team.
* To administer the assessment, tracking and reporting process for students, involving the development of unique academic report templates, staff support and grade publication
* Liaising with curriculum leads for the collection of academic information on students and input of the same onto the MIS and other relevant software.
* Development and maintenance of report tools for centralised grade management and review
* Data extraction for academic and business purposes, including the work required for regular and periodic processing (Census returns etc.)
* To develop bespoke system reports as required, involving complex query definitions for data extraction, including granular student progress and attainment reports. These reports may involve using other packages such as 4Matrix.
* Timetable publication across the school.
* Academic year setup and rollover.
* Develop a set of data-cleansing reports / routines to help identify erroneous data quickly.
* Supporting the management of various other database facilities in use by the school, where necessary.
* Liaising with external companies and service providers for technical support queries.

## Training

The Trust is committed to the development and progression of all staff. Colleagues are encouraged to attend training courses appropriate to their own and department’s needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Safeguarding

All college-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department’s needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Person Specification – Examinations & Data Officer

|  |  |  |
| --- | --- | --- |
| **[a] KEY SKILLS & ABILITIES** | **Essential or Desirable** | |
| Excellent communication and interpersonal skills and the ability to communicate with a range of audiences including other employees within the College, Governors, students and parents | | E |
| Ability to organise, prioritise and maintain a heavy workload | | E |
| Well-developed interpersonal skills | | E |
| Ability to respond positively to peaks in work pressure and retain a professional composure | | E |
| Ability to acquire new ICT skills and learn specific modules | | E |
| Ability to identify areas of self-development | | D |
| Ability to work effectively and supportively as a member of the school team | | E |
| Able to manage competing demands in time critical environment | | E |
| Ability to produce accurate and up-to-date records and reports as required | | E |
| Ability to develop and maintain efficient record keeping systems | | E |
| **[b] KNOWLEDGE** | **Essential or Desirable** | |
| Computer literate and efficient in use of Microsoft Office and databases e.g. Arbor, 4Matrix and Time Tabler | | E |
| Knowledge and understanding of OfQUAL and relevant examination boards procedures and policies. | | E |
| Knowledge of manual and computerised recording systems (Arbor or other school-based data system would be an advantage) | | D |
| A knowledge and understanding of the needs of young people within an educational environment | | D |
| **[c] EXPERIENCE** | **Essential or Desirable** | |
| Experience of working in a school environment would be an advantage | | D |
| Experience of effective communication: in person, on the telephone and written | | E |
| Proven administrative and financial experience | | D |
| Proven experience of working to deadlines | | E |
|  | | E |

|  |  |  |
| --- | --- | --- |
| **[d] PERSONAL ATTRIBUTES** | **Essential or Desirable** | |
| Well-presented and of smart professional appearance | | E |
| Responsive to various changing and often conflicting demands | | E |
| Willingness to maintain confidentiality on all school matters | | E |
| Diplomacy, tact and discretion | | E |
| Willingness and ability to work flexible hours and across a range of work areas to meet service requirements | | E |
| Respect the confidentiality of information handled, and to observe the principles of the Data Protection Act | | E |
| Must be willing to undertake future relevant training | | E |
| Resiliance | | E |
| **[e] Other** | **Essential or Desirable** | |
| Ability to get things done correctly and on time | | E |
| Enjoy the presence of young people | | E |
| Impress those around you with a sense of purpose and commitment to the school and team | | E |
| A knowledge of health and safety in the workplace | | D |
| A knowledge of equal opportunities | | D |
| A willingness to train as a first aider | | D |
| A willingness to act as a trip volunteer | | D |

## Health & Safety Functions

This section is to make you aware of any health AND safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment | **X** |
| Working with children/vulnerable adults | **X** |
| Moving & handling operations |  |
| Occupational Driving |  |
| Lone Working |  |
| Working at height |  |
| Shift / night work |  |
| Working with hazardous substances |  |
| Using power tools |  |
| Exposure to noise and /or vibration |  |
| Food handling |  |
| Exposure to blood /body fluids |  |

Benefits of Working with Aquinas

## Treating you as a professional...

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions.  This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## ****Training you throughout your career****

**Aquinas offers colleagues a unique 'Five Stage Career Plan'** which includes specific courses for NQTs; NQTs +1 (NQTPlus); Teachers (AquinasTeach); Leaders (AquinasLead) and Professionals at qualification stage (e.g. NPQH). These courses have been uniquely crafted to re-enforce our distinctive ethos and support colleagues in their roles across the trust.

## Keeping you fit and healthy…

**Working with us gives you discounted membership with Freedom Leisure Centres.** Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

## ****Helping you stay relaxed...****

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than a fiver a month, families and individuals can save much more on a range of pursuits including…

* Free entry to 280 [English Heritage](https://www.cssc.co.uk/national-offers/english-heritage-free-entry/) sites for you and your family;
* Cinema tickets from £5 including all top chains;
* Reduced price days out, trips and theme parks;
* [Subsidised](https://www.cssc.co.uk/subsidies/) sports training and entry into select events;
* Special offers on new and used vehicles;
* Discounts in high street shops, on holidays, eating out and more.

## Looking after your well-being…

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our ‘Employee Assistance Programme’ is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

**Supporting you with childcare...**

**Rye Community Primary School, Starfish Pre-school provides affordable high quality childcare for the under-fives** – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time child care at our term-time pre-school between 8am and 5pm. Starfish Pre-school: “Where the journey begins…”