



KING'S LEADERSHIP  
ACADEMY HAWTHORNES

# DATA & EXAMS OFFICER

## RECRUITMENT PACK

PART OF



GREAT SCHOOLS  
TRUST



# MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

**Shane Ierston**

CEO

## OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



# PRINCIPAL'S WELCOME

Our school is part of The Great Schools Trust, a small but growing multi-academy trust situated in the Northwest of England. There are currently four Kings Leadership Academy secondary schools within the Great Schools Trust in Warrington, Liverpool and Bolton, two primary schools and an alternative provision school, with plans ongoing for further expansion of the Trust.



## **Why King's Leadership Academy Hawthornes?**

We are a growing school of committed friendly staff, a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all of our students, irrespective of their personal circumstances. We also privilege diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a chrome book, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

## **We take the development and well-being of our staff equally as seriously.**

Everyone is provided with a laptop and we have recently invested in state-of-the-art ICT infrastructure for every classroom. We hold CPD on two evenings a week – our late finish for Thursday Enrichment allows an early finish on a Friday for a second CPD session. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work life balance and having the energy to focus on the classroom, not clutter beyond it.

These approaches have led to extremely high levels of staff retention and attendance. It is place where people want to teach, where parents want to send their children and where children want to study.

If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you come to Bootle and see the work we do for yourself. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

I look forward to meeting you.

**Andrea St John**

**Principal**



## Data & Exams Officer

**Salary:** SO1 points 23-25 £32,076 -£33,945 (FTE)

**Contract:** All Year Round (flexible working options will also be considered)

**Hours:** 37 hours per week

**Location:** King's Leadership Academy Hawthornes

**Reporting to:** Vice Principal

**Start date:** ASAP

### Working at King's Hawthornes

We are looking for the right person to strengthen the Data and Exams team under the guidance and supervision of highly trained and experienced leaders. The role does not require you to have experience or expertise in every aspect of the job specification. We are looking for commitment and organisation and relevant experience. If appointed, you will undergo full training in the role.

A school is defined by its culture. Working at King's Hawthornes means you are part of a team of staff who care about the children, whatever their role. As Principal, I am committed to the development and retention of excellent staff and the growth of all teams.

King's Leadership Academy Hawthornes is a growing school of committed, friendly staff and a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum.

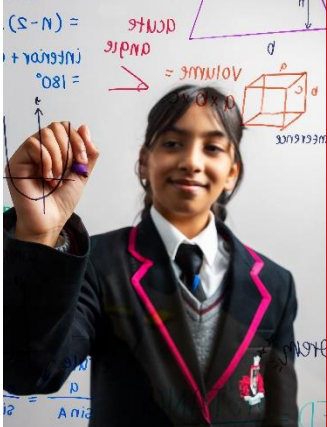
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We wish to appoint a highly motivated individual who shares our vision for making all students successful citizens in tomorrow's world.

Visits to our academy are encouraged and welcomed before applying for this post.

### Key Benefits

- A trust which prioritises the well-being of its staff
- Flexible Working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being along with services such as counselling and access to a child and dependant care helpline
- Good occupational sickness and maternity/paternity schemes





- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust academies
- Salary sacrifice scheme - Cycle to Work

### Job Purpose

The Data and Exams Officer is responsible for the effective management of student data, assessment tracking, and the administration of all internal and external examinations. The role ensures compliance with examination board regulations and provides accurate and timely data to support school leadership and teaching staff in decision-making processes.

### Key Responsibilities

#### Administration

- Maintenance of Bromcom ensuring it is accessible to all staff eg. setting up staff profiles and user accounts for all staff members, ensuring staff have all of the necessary permissions on their account to carry out their daily duties
- Responsible for supporting staff in their day to day use of the Bromcom, answering/resolving any queries/issues
- Making data available to appropriate stakeholders at the appropriate time e.g. using MCAS to relay information to parents
- Responsible for sending Capita One exports to the Local Authority and sharing student data with them on a weekly basis via the DfE website
- Provide an overview of data on the behaviour and attendance of pupils to support Assistant Progress Leaders and Senior Leadership Team
- Manage the smooth transition from one academic year to the next year structure (Start and End of year process)
- Ensure data transfer from Primary School is undertaken and accurate.
- Ensure the smooth transfer of data to and from S2S to Bromcom.

#### Reports

- Produce a range of reports and analyse data as requested by the SLT and other staff members. This involves having a good knowledge and understanding of preprogramed reports in Bromcom so that a report can be identified and provided to the relevant staff member in a timely manner
- Compile detailed reports to track the progress of individual students and groups eg. reading age comparison reports, analyse of key stage 2/CATS Data
- Provide data and produce reports to meet internal and externally set deadlines

#### Attendance, Admissions and Behaviour

- Analyse attendance and produce attendance reports as required
- Produce academic, pastoral, behaviour and admin reports





- Check AP details (for example, which Alternative Provision each student attends and the enrolment dates) are kept up to date on the enrolment section of Bromcom
- Assist with managing attendance for Alternative Provision students
- Check for any missing data and fill gaps by contacting other schools or agencies eg. confirming which GCSE examinations Year 11 AP students have been entered for, obtaining school reports for AP students each term
- To update Bromcom for in year student transfer admissions and allocation of groupings and creation of student timetables.

### Assessment

- Create/Update/Maintain templates for data entry on marksheets
- Oversee the collection, input, presentation and distribution of data relating to student attainment and progress eg. teacher assessments/grades and GL assessment data
- Analyse data held on Bromcom and SISRA to produce reports on progress, effort and behaviour for students
- Ensure the student assessment reporting system is operated effectively and student reports delivered on time
- Ensure that assessment data held on students is accurate and complete at all times
- Ensure that all staff are aware of how the data entry process works (marksheets) and offering guidance if/when needed

### Census

- Be responsible for producing and submitting agreed official returns such as the School Census
- Ensure the timely and accurate submission of the School Census return
- Liaise with staff to clear any errors or queries that the Census highlights
- Submit the Census via the DfE website and correspond with the DfE to discuss the errors and queries so that the Census can be authorised

### Timetabling

- Manage the Academic Management processes within Bromcom (End of Year process) including creating academic structures for both the new academic year and also during the academic year where necessary
- Assigning students to whole curriculum structures
- Assist in the set-up of the curriculum and pastoral structures.
- Coordinate and print all student timetables.
- Ensure that the timetable is properly integrated with Bromcom
- Actioning set changes and option changes when students need to move sets/classes. This involves liaising closely with staff to prepare class lists on the system regularly and in a timely manner to account for any class changes
- Assisting with the Year 9 options process. This includes liaising with students and SLT regarding students/subject/group allocation



## Examination Duties

### Plan

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process, research and understand qualifications and how they are assessed.
- Manage arrangements for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.) Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates, Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites).
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tool
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders, brief candidates/staff/parents/carers on examination regulations and requirements, co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit,
- Ensure arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations, supports the head of the centre in managing Conflicts of Interest by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre, support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Liaise with the Finance Office as required in relation to the examination budget and any invoicing requirements for appeals, reviews or external candidates.
- Support in maintaining accurate school examination policies and risk assessments to meet statutory requirements as defined by JCQ.
- Manage and ensure maintenance of well organised records in relation to the exams process and any subsequent appeals, queries and investigations

### Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments, register or enter candidates for an examination or





assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification,

- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees, maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates, verify the identity of all students that are entered for examinations or assessments.
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data, liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies, and submit any applications for transferred candidates.
- arrangements in accordance with the awarding body requirements, liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes, (amendments/ withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

### Pre-exams

- Support SLT in the recruitment, training, updating and management of a team of invigilators, arranging the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations, effectively resolving exam timetable clashes and managing overnight supervision arrangements in accordance with the regulations.
- Manage and coordinate the school's invigilators and Lead Invigilator, including training and ensuring up-to-date information is provided for them.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations, ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place, confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- Disseminate examination information to staff, students, parents/guardians and invigilators. This includes examination and invigilation timetables, regulations, guidelines and any correspondence relating to results queries.
- Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.). Effectively ensure arrangements for the secure storage and dispatch of examination scripts for marking





## During examinations

### Exam time

- Ensure the conduct of examinations in accordance with JCQ regulations and/or awarding body rules, Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations,, manage unexpected issues/irregularities which may affect the conduct of examinations, investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies, manage emergency access arrangements for eligible candidates as the need may arise during exam time.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.



### After examinations

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- Planning to prepare for, and managing the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules, effective use internal and external IT systems to access and manage awarding body results information, understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines, administer the receipt, distribution and retention of examination certificates according to the regulations



### Other

- Undertake training, update or review sessions as required, undertake other duties appropriate to the scale and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example, other exams-related administrative tasks.





## Person Specification

### Qualifications & Experience

- Educated to at least A-level or equivalent. (E)
- Previous experience in an administrative role within an educational setting, with specific experience in managing examinations and/or data. (E)
- Experience with school data management systems (e.g., Bromcom) and advanced proficiency in Microsoft Excel and data analysis software. (E)
- Relevant qualification in data management or a related field. (D)
- Experience managing Access Arrangements for exams and working with SEN students. (D)

### Skills & Knowledge

- Strong organisational skills with excellent attention to detail. (E)
- Ability to manage multiple deadlines and work under pressure during exam seasons. (E)
- Thorough understanding of the regulations and requirements for exams, particularly those set by the JCQ and other awarding bodies. (E)
- Strong data analysis skills with the ability to interpret and present complex data clearly. (E)
- Excellent communication skills with the ability to liaise effectively with students, staff, parents, and external agencies. (E)
- Knowledge of GDPR and data protection regulations in an educational context. (D)
- Experience working as an Exams Officer within a secondary school or Multi-Academy Trust. (D)

### Personal Attributes

- High levels of integrity and the ability to maintain confidentiality at all times. (E)
- Self-motivated, with a proactive approach to problem-solving and process improvement. (E)
- Ability to work as part of a team as well as independently. (E)
- Strong interpersonal skills, with the ability to develop positive working relationships with a wide range of stakeholders. (E)
- Commitment to the ethos and values of King's Leadership Academy Hawthornes and the wider trust.

King's Leadership Academy Hawthornes is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.

(E) - Essential, (D) - Desirable





## Terms

*The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.*

*This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.*

## Application and interview process

**Deadline for applications:** Sunday 9<sup>th</sup> February

**Interviews:** W/C 10<sup>th</sup> February

**Submit Applications to:** Phoebe Prenderville at [p.prenderville@kingshawthornes.com](mailto:p.prenderville@kingshawthornes.com)

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.

## References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;



- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- A satisfactory **enhanced disclosure** from the DBS.
- Satisfactory completion of the **probationary period**;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check).
- **Prohibition check** (where applicable)

