

Fowey River Academy

Windmill - Fowey - Cornwall - PL231HE

Headteacher: Ben Eddy - B Ed (Hons)



Exams & Data Officer

APPLICATION PACK



Salary: Grade H 1-3

Contract Type: Term Time Only (Plus INSET and 12 additional Days)

Contract Term: Permanent

11-16 mixed comprehensive

www.fracademy.org

Exams and Data Officer

We are an incredibly ambitious academy located in the beautiful surroundings of the Fowey Estuary in Cornwall. We do things differently, on purpose and aim to be the school of choice in the local area.

We are Leading Edge and we are expanding and evolving fast. Please visit our website www.leadingedgeacademies.org for further information.

Applications are welcome from colleagues who are competent users of IT systems, highly organised and preferably experienced in exams management although this is not essential as training can be provided.

The successful candidate will be flexible and committed to supporting our students and staff in a range of responsibilities.

An application form and information pack are available via our Academy website or on request by telephoning the Academy.

For further information, please contact Claire Grist
PA to the Headteacher at Fowey River Academy:
☎ 01726 833484 or email: cgrist@fracademy.org

Leading Edge
Academies Partnership
is committed to
safeguarding and
promoting the welfare
of students and
expects all staff to
share this commitment

Closing date for applications: 1st December

Interviews: w/c 6th December

Start: As soon as possible

Please return completed application forms to Claire Grist at Fowey River Academy, Windmill, Fowey, PL23 1HE. The successful candidate will be subjected to reference checks with previous employers and an enhanced DBS disclosure check.

Welcome

Dear Applicant,

Thank you for your interest in our academy. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become a school of choice in the local area.

To achieve this, Fowey River Academy is evolving fast and we are about to commence a £4.6million refurbishment of the school, funded by the DfE, to make our facilities even more outstanding.

We are part of the Leading Edge Academies Partnership Multi-Academy Trust. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MAT's website, www.leadingedgeacademies.org.

Fowey River Academy prides itself in values-based education. Relationships matter to us and we are influenced by our core values of 'Ethical, Excellence, Equity, Empathy, Evolution, Endurance and Environmental', which guide all of our conversations and decision-making.

Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

Our support team is essential to helping us secure progress across the board and therefore we place the same value, but also high expectations on them as we do on our teaching staff.

We want to work with people who are passionate about ensuring our students are provided with what they deserve, and for us, this means, the best.

We are here to make a difference to our students' lives and we are seeking to only appoint staff who put our students and their colleagues first. If this is you, we would welcome your application. We work hard but we enjoy what we do.

We admire people who have got themselves out there and are innovators in their field. These are the people who will bring world-class ideas that work, to beautiful Mid Cornwall and change lives. Secondary education is a key stage in the life and development of each young person and we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Fowey River Academy. The role of exams and data officer is a pivotal part of this commitment.

The academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the academy's ability to address its core purpose.

If this excites you and you want to work hard with us to develop your career, then we would love to hear from you.

Yours sincerely



Ben Eddy
Headteacher

Notes to Applicant

Dear Applicant,

Application

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at cgrist@fracademy.org (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Fowey River Academy
Windmill
Fowey
PL23 1HE

Phone: 01726 833484

Web: www.fracademy.org

Job Description

Post Title:	Exams & Data Officer
Reporting to:	Administration Manager & PA to the Headteacher
Liaising with:	Headteacher/Deputy Headteacher, teaching/support staff, external agencies and parents
Working time:	Term time only plus INSET and 12 additional days to be worked flexibly throughout the year to meet the needs of the exams schedule.
Salary/Grade:	Grade H 1-3 depending on experience
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	<ul style="list-style-type: none"> The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared.
Overarching responsibilities of the post	
<p>You will provide effective support to the Administration Manager enabling them to successfully lead on data systems and processes.</p> <ul style="list-style-type: none"> Ensure the collection, collation and storage of assessment data. Being responsible for the administration, organisation and smooth running of external and internal examinations and assessments, including ensuring that the member of staff who arranges access testing has communicated and organised necessary arrangements so that they have maximum impact on student outcomes Ensure that the administration and organisation of external and internal examinations and assessments is thorough so that the exams season runs Efficiently and smoothly in line with all regulations. Ensure reports and created and sent out in a timely manner. Operational management of the exams invigilators. Supporting all aspects of administration to allow the academy to run effectively, including but not limited to: <ul style="list-style-type: none"> External communication through: <ul style="list-style-type: none"> Phone Email Letter Meetings Information evenings Working with student support and pastoral teams. Working with the SENDCo and Compass Team where appropriate to ensure adequate delivery of access arrangements to meet individual student needs. 	

Data

- Work with the Administration Manager in the administration of SIMS and all associated software.
- Work with the Administration Manager to ensure timely maintenance of all school data held within SIMS including any data collection and in-house data checks to ensure all returns are accurate, appropriate and fit for purpose.
- Work with the Administration Manager to ensure processes involving student assessment and reporting are within SIMS as per the school reporting calendar and to ensure staff adhere to deadlines.
- Ensure Individual reports are created and sent out in a timely manner.
- Prepare systems for all data-drops
- Supporting the Administration Manager in timetable checks and changes

Exams

- To provide information, advice and support on all assessment activities.
- To liaise with the SENDCO to make sure all candidates have the assistance they need for internal and external exams and organise all arrangements.
- To liaise with other schools, LA, Examining Boards and DfE as appropriate and necessary in association with public examinations.
- To lead the preparation and oversee all public examinations information necessary to comply with statutory requirements.
- To advise the senior leadership team on statutory information requirements concerning public examinations.
- Arrangement of accommodation and resources for all examinations.
- To be the academy contact for all exam boards and to ensure compliance by inspecting systems & processes and submitting reports.
- To lead the organisation of all Internal Exams to include Internal Mock GCSE and where necessary end of semester assessments and end of year exams.
- To manage new qualifications as they come online.
- To lead certificate checking and distribution.
- To administer and support the post results' services, including examinations appeals and access to scripts.
- To lead the administration and payment for post results' services and re-sits.
- To supply subject leaders with past examination material and arrange for exemplar scripts as necessary/required by budget holders.
- To be responsible for the appointing, training and allocation of duties for external invigilators and ensure the exam season is highly effectively run and administered.
- To be a full member of the academy administration team and undertake tasks associated with support staff roles as and when needed to ensure the effective running of the academy on a day to day basis.
- Keeping senior leaders informed of the value of qualifications including which discount other qualifications, and any government changes.

Overall Responsibilities

- Send out dates of mocks examinations and other submission deadlines by end of September.
- Create a programme of recruitment and training materials for invigilators.

- Organise relevant safeguarding training for invigilators.
- Administration of whole school cover.

General

The post holder will be required to fulfil the function of being one of a team of First Aid at Work Practitioners, as well as being Fire/Health and Safety Warden as required. Suitable training will be provided where qualification is necessary.

This is not an exhaustive list and the post holder will be required to undertake additional tasks appropriate to the role and the effective running of the academy at the direction of the Principal.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

Person Specification

Requirement	Essential	Desirable	Evidenced by
Qualification and Experience	<ul style="list-style-type: none"> • Good general education. • Experience of holding a position of responsibility. 	<ul style="list-style-type: none"> • SIMS training • Exam training • Up to date knowledge of public examination practice and procedures. 	Application
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of SIMS • Good working knowledge of Office software, especially spreadsheets. • Data inputting and data checking, having an attention to detail. • Problem-solving skills. • Good general IT skills. 	<ul style="list-style-type: none"> • Knowledge of safeguarding policies. 	Application / Interview
Aptitude and Personal Qualities	<ul style="list-style-type: none"> • Able to work as part of a team. • Able to work independently as well as part of a team. • Excellent communication skills. • A clear understanding of the role that data plays within schools. • Confident in the use of ICT and the use of data. • Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines in a busy environment. • Able to consistently produce work of a high standard. • Able to relate to all staff, students, parents/carers and outside agencies. • Excellent record of punctuality, attendance, reliability and integrity. • Show positive commitment to FRA. • Able to motivate people. • Ability to be flexible. • Maintain confidentiality. 	<ul style="list-style-type: none"> • Experience of working directly with students and all stakeholders. • Keenness to develop self and others. 	