



LINCOLN ANGLICAN
ACADEMY TRUST
DIOCESE OF LINCOLN



William Lovell
Church of England ACADEMY

MAKE A DIFFERENCE

Data and Exam Officer

SALARY

Grade 6 Point 15 – 18, £27,803.00 - £30,296.00 FTE
£23,166.39 - £25,243.64 (Pro Rata)

HOURS

35 hours per week, 40 weeks per year

START DATE

As soon as possible

LOCATION

William Lovell Church of England Academy

APPLICATION DEADLINE

Sunday 23rd June 2024 (noon)

INTERVIEWS

WC Monday 1st July 2024



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Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonably priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



What our colleagues and Ofsted say about us...



Ofsted 2023 – ‘The school has improved rapidly. Pupils and parents recognise this’.

‘Pupils feel safe in the school and trust staff to help them when they need it’.



“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin’ awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn’t want to work anywhere else’



‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’



‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

Ofsted 2023 – ‘Staff are proud to at the school’. They work together to create a positive environment for pupils to flourish.

You are the God who sees me (Genesis 16:13)

We see you and believe that you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- We also offer apprenticeships within the Trust that support career pathways for Teaching Assistants, provide opportunities for Wellbeing Champions and enhance digital skills.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
 - Over 70 online courses to support development
 - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
 - Free of charge counselling sessions
 - Free of charge physiotherapy
 - Personalised wellbeing coaching
 - Virtual GP - Accessible by smart phone, or computer with same day appointments



William Lovell Church of England Academy

We are on an aspirational journey under experienced and ambitious leadership.

Our vision is to be the best version of ourselves in an environment designed to be rewarding, stimulating, and challenging so that students can actualise their potential. Our strong community creates a place of opportunity which allows its students to flourish, find expression, build strength of character, and make positive decisions when faced with adversity. This is guided and discovered through a rich pastoral system which makes a real difference to students lives.

Our alumni progress onto prestigious pathways that lead students access university, apprenticeships, and impressive chosen careers, contributing significantly to the world.

We are dedicated to building opportunities for all students to not only achieve the highest academic standards but also ensure that their unique personality, talents, and interests are nurtured and developed to the full. There is a synergy between developing a well-rounded individual and a strong academic record; students maximise their potential when nurtured in a positive and enriching learning environment.

Changes to, and investment in, the physical building and the environment saw us recruit some fantastic new members of teaching and support staff. All this, combined with William Lovell's distinctive Christian ethos and strong sense of community, mean that the future is very exciting for students at the school.

Our broad and balanced curriculum is complemented by an extensive range of enrichment activities such as creative arts, sports, music, student leadership and academic master classes, amongst many others.

As a Church of England school, our underpinning values, which are deep-rooted in the Christian story, are the driving force of our academy. They resonate through everything we do, creating an inclusive culture where all faiths are valued, everybody is shown and receives **Respect**, **Truth** is modelled and encouraged, **Generosity** is given without expectation to receive, **Forgiveness** is practised, and **Justice** is demonstrated.

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.



Job Description

MIS Administration

Take an active role in the development and maintenance of the management information systems.

Input data using the School management information systems (MIS) to assist with the fully integrated student database.

Maintain the school MIS system, set up staff accounts, access rights, attend training courses as required.

Prepare and deliver MIS training in house to appropriate cohorts of staff.

Data and Reporting

Reporting on all data held within the MIS

Use MIS to record accurately all categories of students and report to relevant stakeholders.

Liaise with the Senior Leadership Team for changes to the timetable, and to implement class list amendments.

Prepare school systems for the coming academic year and perform student curriculum assignments.

Produce statistical data and analysis as required.

Input data accurately and efficiently in line with the academy assessment policy.

Liaise with the Leadership Team in producing information to raise student achievement and inform whole school and individual student targets.

Produce, analyse, and update student targets and assessment information as per assessment calendar.

Examinations

Check and validate all examination entries prior to entry within the timescales set by the examination boards.

Process the electronic entry of all candidates and the preparation of entry certificates.

Ensure the security of examination materials and for the distribution of same to location of examination.

Produce all documentation associated with the conduct of the examination including attendance lists and documents relating to extraordinary circumstances.

Collect all examination and test results and ensure their secure transfer and storage, using a medium that allow full access for evaluation and analysis purposes.

Plan and oversee the process for issuing results to students in liaison with appropriate staff.

Set up and administer all internal exams and tests.

Manage all exam invigilators, providing induction and ongoing training as required.

Collate certificates for presentation evenings

Other

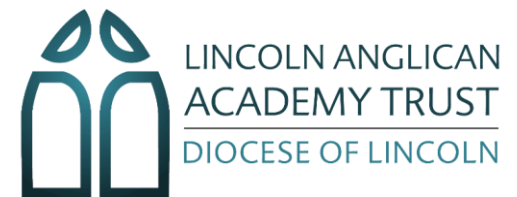
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.



Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

	Essential	Desirable
5 O Level/GCSEs (English & Mathematics at grade C or above or equivalent)	*	
Have experience of school data in a Secondary School setting		*
Experience of working within a Secondary School or Trust		*
Have experience of MIS systems		*
Experience of data management, analysis and presentation	*	

Professional knowledge and understanding

Data protection and confidentiality in relation to data handling.	*	
Relevant policies, codes of practice and legislation.		*
Understanding of structure and organisation MIS systems or similar	*	
An advanced level of proficiency in MS Excel including macro		*
Experience of the management of examination entries and results		*

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Promote the Christian ethos of the school	*	
Inspire, challenge, motivate and empower others to carry the vision forward to improve outcomes for children	*	
Demonstrate effective teamwork skills	*	
Willing to go the extra mile and be flexible	*	
Plan effectively to meet children's interests	*	

Approach to work - Candidates should

Have a commitment to work effectively with other professionals to plan and deliver activities to meet the needs of the children	*	
Show a commitment to working in partnership with parents, governors, colleagues both inside and outside of the LAAT	*	
Be an outstanding role model	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other – Candidates should:

Be a positive role model	*	
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THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER



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Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

Providing you with clear, accurate and timely information.

Giving you the opportunity to ask questions – and providing you with answers.

Following a fair assessment process.

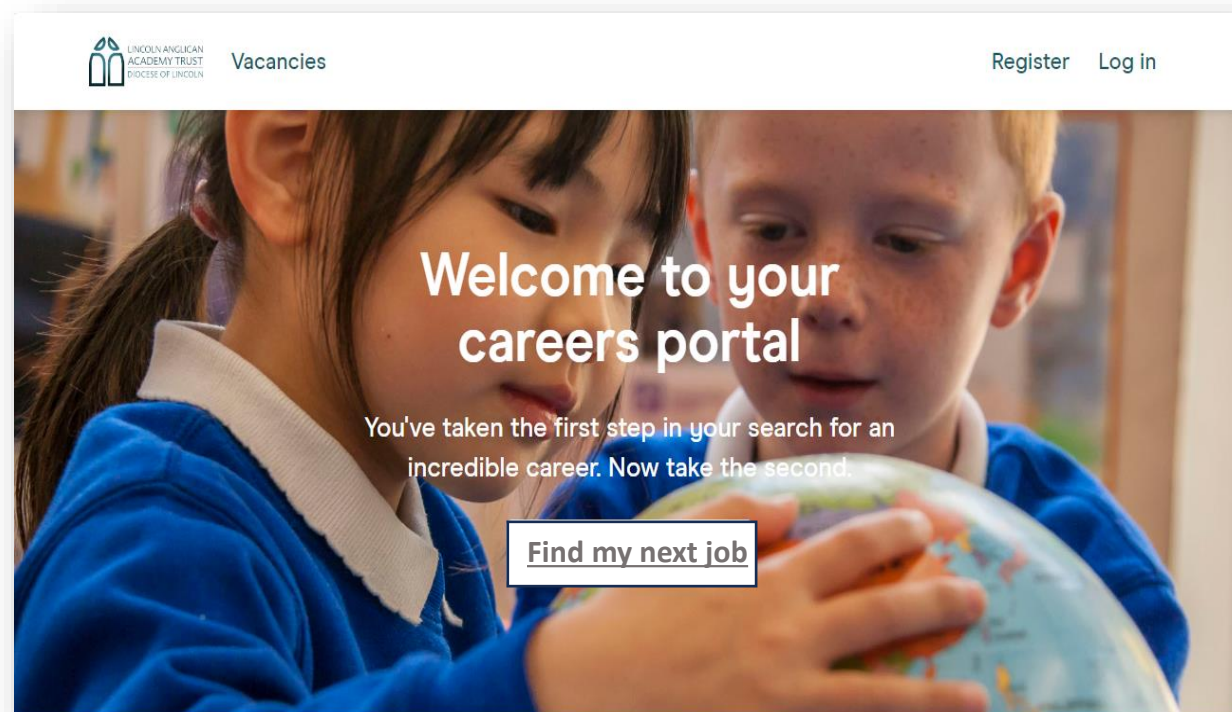
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education 2023, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.





MAKE A DIFFERENCE

Where to find us

William Lovell Church of England Academy, Main Road, Stickney, Lincolnshire, PE22 8AA

Telephone: 01205 480352

Email: enquiries@williamlovell.laat.co.uk

Please contact us if you would like an informal discussion or to arrange a visit the school.

We look forward to hearing from you.

