



Recruitment Brochure

ENJOYING TODAY, PREPARING FOR TOMORROW

VACANCY DETAILS

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Data and Examinations Manager

National Joint Council Pay Scale Points 26 – 28

£34,834 – £36,648 (full time/all year-round salary)

37.5 hours per week, term time only plus training days that will include days on and around results day, or all year round with flexibility for some late finishes to support whole school events.

Start date: As soon as possible

We are looking to appoint a diligent, detail-oriented and highly operational person who is suitably qualified and experienced to join our team as a Data and Examinations Manager.

The Data and Examinations Manager will lead, manage and develop all aspects of our MIS system to provide effective data management and analysis across the school. They will also manage the processing of all examinations procedures, both internal and external to ensure the smooth running of all examinations, including controlled assessments and vocational qualifications. The successful candidate will ensure whole school processes are compliant with all awarding bodies and JCQ requirements.

Acting as the lead point of contact for data and examinations, supported in full during this exciting period of development. You will work closely with Senior Leaders and manage a pool of Exam Invigilators and our Cover Supervisor. You will be able to demonstrate your background as a Data and Examinations Manager in a school setting with an outstanding track record of success. If you thrive delivering consultative support at all levels, then this is the perfect role for you.

You will work both strategically and operationally to ensure the efficient and smooth running of our school cover requirements. Working in conjunction with the school leaders and Business Support Assistant to ensure the effectiveness of the cover arrangements.

You will have a good education, supported by formal qualifications, be professional, positive and forward thinking with a desire for excellence in all that you do. You will have the ability to liaise with internal and external stakeholders at all levels. You will contribute significantly to operations within School. Experience of consistently working well with a variety of people is essential as is a student-centred approach. Students must be at the heart of what you do. The postholder will form part of the Duty team.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City

VACANCY DETAILS

Football Club, Valley Parade.

- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer.

- We are a small secondary, mainstream comprehensive school, with approximately 375 students across five year groups, so our class sizes are smaller. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to change the lives of young people from deprived socio-economic backgrounds. We place students at the centre of everything we do as a school.
- 26 days holiday, plus bank holidays or all year round staff.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured and provide wellbeing sessions to staff.
- Strong support from the Principal, Leadership Team, and Governing Body.

Further details and our applicant information pack can be downloaded from [Tes.com](https://www.tes.com).

Our doors are always open, so please feel free to organise an informal meeting and tour of the school if you are interested in finding out more. I look forward to warmly welcoming you to One In A Million Free School.

VACANCY DETAILS

Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service and a range of other pre-employment checks.

If you are shortlisted for an interview, an online search will be carried out as part of our recruitment process.

VACANCY DETAILS

The ethos and vision of the One In A Million Academy Trust is based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

JOB TITLE:	Data and Examinations Manager
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Vice Principal
PEOPLE RESPONSIBILITY:	Exam Invigilators/Cover Supervisor

ONE IN A MILLION FREE SCHOOL VISION AND VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sports, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence.

JOB PURPOSE

Provide an effective and efficient data service to the whole school and ensure the effective management of external and internal examinations that is compliant with awarding body requirements. Keeping up to date with changes in curriculum, examinations and informing SLT of any significant changes.

To take responsibility for all data activity within the school e.g attendance; behaviour; rewards and progress, and support leaders within the school by providing insight and analysis resulting in positive outcomes for our students. Maintain student data within the school using SISRA and SIMs and other systems to support Teaching and Learning by interpreting and analysing trends and fluctuations in performance to appropriate colleagues.

Line manages the Exam Invigilators and Cover Supervisor taking overall responsibility for cover.

KEY RESPONSIBILITIES

Data

- To have overall responsibility for SIMs including being the principal point of contact for SIMs and ESS (Education Software Solutions).
- Manage users and permissions within SIMs, SISRA and FFT.
- Manage third party systems used across the school, such as Class Charts, Accelerated Reader, GL Assessments.

JOB DESCRIPTION

- Preparation of data for statutory returns e.g. school Census.
- Generate student learner types (KS3) and GCSE targets for all admissions using KS2 data, CTA testing and FFT.
- Maintain progress check system and reporting system in Assessment Manager.
- Create and maintain SIMS templates and marksheets.
- Create bespoke reports for staff and external stakeholders.
- Upload termly data capture and mock exam results to SISRA.
- Using SISRA, produce 'user-friendly' data analysis for staff.
- Maintain SISRA database, identifying individual students current working levels and end of key stage targets.
- Keep abreast of current updates within the school.
- Update Course Manager with new teaching staff to allow access to mark sheets.
- To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT and other stakeholders.
- To identify trends and key issues for the school.
- To instigate and manage the schools assessment calendar. To manage the timely and accurate entry and processing of data relating to students including personal details, achievement, attainment, behaviour, demographics and other areas required by the school.
- Coordinate the collation of data for Ofsted and other inspections.
- Take responsibility for the schools DFE Gateway account , setting up users and submitting other statutory returns as required by the government.
- Take responsibility for the accuracy, confidentiality and security of all data handled and processed within this role.

Exams

- Plan and run all internal and external examinations, including GL Assessments.
- Downloading and importing results files into the SIMS Examinations using the A2C client.
- Preparation and distribution of results notifications for students on results day as well as resolving any queries with awarding bodies.
- Collating and analysing the results for publication to stakeholders and press.
- Collating and preparing exam certificates for distribution to students.
- Liaising with heads of department to collect estimated grade entries for submission to awarding bodies.
- Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into SIMS examinations and preparation of the relevant exam seasons for each academic year.
- Working with Faculty leaders to submit non examination assessment from vocational qualifications.
- Liaising with heads of faculty to collect information on courses being delivered and entries to be made with clear records to be kept to ensure the accuracy of entries and accountability of all parties involved.
- Processing entries, amendments and estimated grades using SIMS examinations ensuring all deadlines are adhered to.
- Liaise with facilities management to prepare the examination spaces.

JOB DESCRIPTION

- Preparation and development of a student handbook to include all relevant information of the exam series such as entry lists, timetables, notices and instructions for student conduct.
- Preparation of seating plans, place cards, notices and any other materials to ensure that the examinations proceed in accordance with statutory guidelines as well as managing the entry and exit of students into the examination room to ensure a calm and orderly examination.
- Work with the pastoral team to manage any student issues on exam days, such as sickness/lateness or any other concerns.
- Ensure students are in the correct examination room and subject.
- Liaising with the SENCO regarding candidates with SEND; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation.
- Managing the receipt and secure storage of examination materials and ensuring we have sufficient materials and examination stationary for each season.
- Checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent to the relevant board. Also packaging and posting any materials relating to non examined assessments.
- Using SIMS examinations for administration of all vocational qualifications, including entry and unit claims for all subjects.
- Responsible for ensuring that all qualifications are claimed with awarding bodies.
- To resolve examination clashes in accordance with regulations.
- Work with HR to recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the exam boards and awarding bodies. Examination invigilators will need to be briefed on a regular basis.
- To produce an overall examination timetable for each season and to distribute individual candidate timetables to students and manage staffing for examination rooms.
- To develop and maintain the school's examinations policies, ensuring they are up to date and meet the JCQ requirements.
- To meet with the JCQ inspector and ensure all the requirements are met to enable the school to pass the inspection.
- Assist with data entry and assessment cycle tasks that fall outside of the external exam season.
- Assist the SLT with examination presentation events e.g August results day.
- To attend any meetings, training or development opportunities as required by the post.
- To undertake such additional duties as are reasonable commensurate with the level of this post.

General

- Comply with all School policies and procedures ensuring commitment to the mission and values;

JOB DESCRIPTION

- Assist in the development of excellent working relationships throughout the school;
- Foster good relationships with external organisations that provide goods and services;
- Take responsibility for Health and Safety of yourself and that of others;
- Commit to ensuring your own personal development and Continuous Professional Development;
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities;
- Ensure all information relating to staff, students or the school is kept confidential at all times and under no circumstances divulged to anyone and have knowledge of what information can be shared in each circumstance to avoid any data/confidentiality breach and align to requirements of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).
- Proactively promote and uphold One In A Million Free School acting as an Ambassador;
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute;
- Carry out any other reasonable duties associated with the post.

Any other duties as reasonably requested by the principal and consistent with the overall level, nature and grading of the post. This Job Description and the allocation of the particular responsibilities defined within it may be amended from time to time.

JOB DESCRIPTION

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million Fee School	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Desire to continually improve the Data and Examination systems and processes using experience drawn from working in this or a similar role in other schools, and implementing improvements to services within the school that have impact.	Interview & Application	E
Strong relationship-builder built upon fact-based delivery on commitments – does what they say they will, on time and ahead of deadline.	Interview & Application	E
Interested and passionate about delivering the best service for the students, staff and the leadership team.	Interview & Application	E
Excellent communication (oral and written) and interpersonal skills.	Interview & Application	E
A leader and a team player able to motivate and inspire others.	Application & Interview	E
Committed to using a variety of learning environments and resources, including technologies, as appropriate.	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Degree educated or equivalent experience (suitable qualification related to data at Level 4+ would be considered)	Application & certificates	D
GCSE or equivalent (grade C or higher in Maths and English)	Application & certificates	E

JOB DESCRIPTION

Willingness to obtain and/or enhance qualifications and training for the post.	Application & certificates	E
Experience as a Data and Examinations Manager or similar role within an education setting.	Application & certificates	E
Previous experience of school management information systems e.g. SIMs.	Application & certificates	E
Previous experience of implementing and submitting the school census returns.	Application & certificates	D
Experience of coordinating Exam Invigilators.	Application & certificates	D
Up to date knowledge of data and business standards/protocols, and legislation including GDPR	Application & certificates	E
Technically competent	Application & Interview	E

SKILLS AND EXPERIENCE

Aspect	Assessed by	Essential / Desirable
3 years of Data and Exams Manager experience at a manager/senior level	Application	E
Excellent numeracy and literacy skills	Application & Interview	D
Ability to work professionally and considerately with staff and students ensuring professional boundaries are maintained at all times	Application & Interview	E
Excellent organisation and administrative skills, strong relationship builder.	Application & Interview	D
Proven track record of building strong relationships and credibility at senior level across all internal functions	Application & Interview	E
A proactive thinker who is able to identify issues, create timely solutions to rectify them or report to the appropriate person	Application & Interview	E
Ability to manage change, and lead innovations, showing flexibility, adaptability and resilience	Application & Interview	E

JOB DESCRIPTION

Able to manage conflicting priorities and changing requirements in line with school values	Application & Interview	E
Ability to lead and manage people with success	Application & interview	E
High level of resilience, reliability and ability to adapt to change (punctuality and consistent attendance)	Application & Interview	E
Strong understanding of Windows environments and other IT systems.	Application & Interview	E

JOB DESCRIPTION

Student Voice

"It's a very accepting school. They accept students no matter where they have come from. The Teachers are very understanding. They treat you very nice. I enjoy being at One In A Million because they have lots of activities".

Vinny

"It's an awesome school because every Teacher take cares of you in every way and they have good people here".

Rahat

"I prefer One In A Million because there are good teachers and good people in this society. I've learnt many things from Year 7 until now in Year 9. If I didn't come to One In A Million, I don't think that I would've had a clue about what I want to do when I get older. I want to become a teacher or a football player".

Hamad

"It's a caring school with caring Teachers and they have friendly people".

Fawziah

"The lessons are fun. The school is small so you get to know everyone. The school has good equipment and staff. Even if the lessons are a bad subject, the Teachers know how to make it enjoyable".

Nathan

"It's a very good school. They look after people. They have good people in the school and school is very nice".

Amaan

JOB DESCRIPTION



One In A Million Free School
Cliffe Terrace
Bradford
BD8 7DX
01274 723439
info@oneinamillion.org.uk