



## Job Application Pack

### Data & Exams Administrator

Salary

Scale 3 (£19,312 to £19,698 pro-rata per annum -  
£16,678 to £17,012 actual per annum)

Contract

Permanent, full-time, term-time plus 1 week

Closing date

Friday 3<sup>rd</sup> December 2021 @ 9:00 am

Interview date

w/c 6<sup>th</sup> December 2021

## A message from the Head of School

Thank you for your interest for the role of **Data & Exams Administrator** at The Garibaldi School.

I am proud to be the Head Teacher of a school that truly cares about the students. Our philosophy, culture and ethos is clear and ensures that effective partnerships are established between staff, students, parents and the local community.

Staff development and wellbeing is also important to me. It is imperative that students succeed; however, this is also important for staff too. Staff will receive appropriate and effective professional learning opportunities to enable them to flourish. This will role model to students that we are all lifelong learners.

This, alongside effective packages of induction, mentoring, support and professional development, as well as being automatically subscribed to the Westfield Health cash back plan, demonstrates our commitment to staff wellbeing.

The Garibaldi School is judged to be good by Ofsted in all areas, with high expectations, standards and aspirations of staff and students. We are constantly reflecting and refining our practice in pursuit of outstanding. The school is well considered in the local community.

Applications for places in Year 7 are regularly over our published admission number. As a result, we have increased our PAN to 175 students per year group. There are extensive waiting lists for places at the school to become available. Our sixth form is popular and we offer a range of courses post 16 to appeal to a wide audience.

Students achieve well; In 2019, The Garibaldi School was ranked in 1<sup>st</sup> place in Mansfield and 6<sup>th</sup> overall in Nottinghamshire for its Progress 8 results which were +0.47. Progress for disadvantaged students stood at +0.16 compared to a national average of -0.45.

We regularly review our curriculum to ensure that it is fit for purpose, challenging and aspirational. Our curriculum is designed to ensure students are equipped with the knowledge, skills and characteristics to be successful in a broad range of subjects and that what they learn, can be applied throughout life, and not just used for passing exams.

Our Mission Statement states that we:

*"Create a supportive and caring learning community that gives all our students the confidence and opportunity to achieve and prepare them for a successful adult life."*

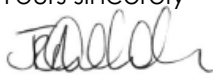
Over the last three years, the staff survey reports that 100% of staff say that "Garibaldi is a good place to work" and 100% say "They would recommend the school to others".

To find out why, I encourage potential applicants to visit the school and talk to our staff and students firsthand about what "Garibaldi Life" is like.

Further details about the school can be found on the website [www.garibaldischool.co.uk](http://www.garibaldischool.co.uk)

I look forward to receiving your application and meeting you in the future.

Yours sincerely



**James Aldred**  
Head of School



## Overview of the Trust

The Garibaldi School is a member of the Nova Education Trust. [www.novaeducationtrust.net](http://www.novaeducationtrust.net) Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## Overview of the School

**Our Ethos is based on three key words:**

**Pride Respect Achieve**

The well-being and success of our students is at the centre of The Garibaldi School vision. The school is a safe environment where students can feel comfortable, well supported and confident.

We believe that it is our duty to develop the aspirations of our students and we encourage students to set high standards for themselves. As a result, targets are high and we expect high quality teaching and a personalised approach to learning to support our students to achieve.

Our students take pride in themselves and in being part of The Garibaldi School. We help students develop teamwork and leadership skills. Most importantly our students learn how to respect themselves and others. We are clear in a way that we expect our students to conduct themselves with all members of our community. Therefore, by the time our students leave, they have gained the skills, qualities and qualifications needed for a successful future.

### **Achievement**

At The Garibaldi School we believe that examination success allows our students to make the very most of their lives coupled with extraordinary compassion and support.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications. As well as academic qualifications, we teach students the personal skills/characteristics required in life to be successful.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide every child with the very best educational experiences.

Should a student require additional support, The Garibaldi School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

In 2018/19, the school was ranked as the best school in Mansfield and 7<sup>th</sup> best school in Nottinghamshire for its Progress 8 figure of +0.47.

The school is designated as a Leading Edge school in recognition nationally for the achievement of the students and our creative approaches to education.





## **Extraordinary Compassion and Support**

We pride ourselves on the quality of care, guidance and support given to individual students. All students are treated as individuals who are well supported and nurtured over their time here.

All students have a mentor and a Student Services team to support and guide the students.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Mentors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as a first point of contact between school and home. There are regular updates of students' progress through termly reports and a Parents Evening.

Students' attainment and well-being is closely monitored, ensuring that they are recognised when they succeed but also supported when things are more challenging.

## **Curriculum**

### **KS3**

Year 7 and Year 8 students are taught a balanced curriculum of English, Maths, Science, Computing, Spanish, Music, Physical Education, Performing Arts, Art, Design Technology, Food Technology, Geography, History and PSCE/Citizenship. Students are placed in sets for English, Maths and Science according to KS2 SATS results and this is reviewed regularly with standard assessments within core departments.

In Year 8, more subjects introduce sets based on standard assessments and prior learning from year 7.

Support for students with learning difficulties and disabilities (LDD) is provided by teaching assistants within mainstream lessons or as a targeted group based in the Student Support Department.

On some occasions, there is also a small amount of short term withdrawal targeted towards those individual students or small groups who most need it, delivered by a teaching assistant based in Student Support.

### **KS4**

All students receive a core provision and study GCSEs in English Language, English Literature, Maths and Trilogy Science (double award). There is a core provision of PSCE and PE. Students then choose 4 options which begin in Year 10 to study over two years.

## **Staff Well-being and Welfare**

The school contributes to the Westfield Health Scheme for all members of staff, which covers a range of services including dental care, optical care, health screening advice and 24 hour counselling services.

Teaching staff are eligible to join the Teachers' Pension Scheme and support staff are eligible to join the Local Government Pension Scheme.

All teachers receive a 10% reduction in timetable for planning, preparation and assessment.



## **Safeguarding and Child Protection**

The Garibaldi School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff joining Garibaldi will be subject to an enhanced DBS check.

The Garibaldi School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with the Trust child protection policy.

## **Application details**

Thank you for your interest in this vacancy at The Garibaldi School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

The online application form for this role is located on the current vacancies page of the school website [www.garibaldischool.co.uk](http://www.garibaldischool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Job Description – Data & Exams Administrator**

Reports to: Administration Manager

### **Purpose of the role:**

Providing assistance to the MIS Manager for all aspects relating to Data and Exams throughout the school, directed by the MIS Manager

### **Responsibilities:**

#### **MIS / Timetable / Data**

- Support the MIS Manager to run the MIS efficiently, amend groups, rooms, timetables and data within the MIS as necessary to ensure the smooth running of the platform across the school
- Input data in line with Nova expectations to ensure that the school data position is clear
- Produce school overviews and parent centred reports as and when required
- Assist with the completion of all data returns ensuring they are completed accurately and on time including the School Census
- Assist with the production of assessment reports on student progress for mentors and parents
- Assist with downloading and importing all End of Year and Key Stage targets into MIS
- Assist with updating all student data on Bromcom and SCO
- Assist with Parents Evening on-line booking set up and administration
- To attend Parents Evenings to provide support to the MIS Manager
- Assist with weekly and half termly Behaviour reports for SLT
- Assist with up-dating the Register of Need and SEN codes
- Assist with Cashless Catering – provide support to catering managed services/ parents as required and provide parent link codes to all new starters and as requested
- Assist the MIS Manager as the contact for school staff experiencing difficulties with any aspect of the MIS and resolve or escalate as necessary
- Provide first line support for any parent or student queries regarding externally accessible functions of the MIS
- Manage the Free School Meals process by liaising effectively with students/parents and the LA

#### **Exams**

- Assist with the administration of all external examinations and other examinations which teachers are not required to invigilate at all key stages
- Attending on and around 'results days' to ensure that results are processed and issued to staff and students, followed at a later date by the distribution of certificates
- Assist with the creation of the external and mock examination timetable
- Assist with the creation of the Exam Invigilator timetable
- Deputise for the MIS Manager during absences

#### **Student Attendance**

- To support the Student & Family Engagement Officer with inputting and administration of daily registers
- To support the attendance function with registration, communications and data analysis.
- To undertake general clerical support including word processing, filing, letters, reports and any other administrative tasks that will be required to ensure the smooth running of the school



- To provide coverage on the main school reception, including answering and directing calls, mailing, filing, general administrative duties and clerical support.
- Attend Parents Evenings, Options Evenings, Open Events
- Deputise for colleagues during absences
- Undertake first aid training and become part of the first aid team to provide first aid to students and staff when required
- Be aware of relevant issues and ensure the safeguarding of the welfare of students
- To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must, at all times, be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person and the Head of School if unavailable the designated safeguarding governor or a member of the Senior Leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health & Safety legislation
- Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

## Person specification: Data & Exams Administrator

|                                      | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                             | <b>Desirable</b>                                    | <b>Method of Assessment<br/>A I R</b> |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------|
| <b>Qualifications</b>                | Level 2 qualification relevant to the role<br>Evidence of recent professional development                                                                                                                                                                                                                                                                                    | Excel qualification                                 | A                                     |
| <b>Experience</b>                    | Experience of using a management information system<br>Experience of working in a team                                                                                                                                                                                                                                                                                       | Experience of working in an educational environment | A I R                                 |
| <b>Knowledge &amp; understanding</b> | Share an understanding that all members of staff have a collective responsibility to ensure that every student achieves to the best of their ability                                                                                                                                                                                                                         |                                                     | A I                                   |
| <b>Skills</b>                        | Extremely organised with good time management                                                                                                                                                                                                                                                                                                                                | Ability to use school-based systems                 | I R                                   |
| <b>Personal characteristics</b>      | Can communicate confidently and clearly with a wide range of stakeholders<br>Desire to contribute to the personal development of students<br>Enthusiastic commitment to build positive relationships with staff/ students<br>High energy and interpersonal skills<br>An ability to fulfil all spoken aspects of the role with confidence through the use of English language |                                                     | I                                     |

### Methods of Assessment

**A = Application**

**I = Interview process**

**R = Reference**