

# CONSILIUM ACADEMIES RECRUITMENT PACK

Data & Exams Officer  
Buile Hill Academy



Consilium  
Academies  
*Enriching Lives, Inspiring Ambitions*

# Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Data and Exams Officer at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of change with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton  
Chief Executive of Consilium Academies.



**Buile Hill  
Academy**  
*Enriching Lives, Inspiring Ambitions*

## About the School

Buile Hill Academy is an 11 – 16, co-educational, fully comprehensive community school, serving the inner-city community of Salford. We became part of Consilium Academies in 2016, a MAT that shares our commitment to inclusive education and the development of children as rounded individuals. In our recent Ofsted the school was praised for its inclusivity and both Leadership & Management and Teaching, Learning & Assessment were rated as good.

There are approximately 720 pupils on roll and we have a dynamic team of teachers, support staff and pastoral leaders. Buile Hill Academy is a unique school which offers an exceptionally warm and friendly environment to pupils, parents, staff, the local community and visitors.

At Buile Hill we pride ourselves in the fact that at the heart of our community is the sense of the 'Buile Hill family' - we care for everyone involved in our community. We aim to stimulate and engage our students in the pursuit of learning and believe that learning is a lifelong activity.

Our vision is to provide an excellent education for every student and that every student will set themselves the highest standards, aiming to reach their greatest potential, becoming responsible, independent and self-motivated.

Through consistent support and strong relationships our students build resilience, which enables children to make a positive contribution to their community.

We are not just a school; we are the Buile Hill Family.

# About the Trust

## The Consilium Mission

*"Enriching Lives, Inspiring Ambitions"*

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

### **WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider

- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD programme for every member of staff, where they can work alongside external experts such as “Ambition”



# About the Role

<b>Job Title:</b>	Data & Exams Officer
<b>Hours:</b>	36 hours per week
<b>Start Date:</b>	To be agreed
<b>Contract:</b>	Permanent, All year round
<b>Salary:</b>	Grade 7 (NJC SCP 19 – 23), Actual Salary: £25,481 - £27,741

---

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Buile Hill Academy who are committed to providing the best possible education for our pupils.

At Buile Hill Academy we aim to offer students an exciting curriculum and a huge range of extra-curricular opportunities within a safe, secure and encouraging environment. Candidates will have high expectations of their students.

We are looking to appoint a Data and Exams Officer to manage the processing and ensure the smooth running of all examinations, controlled assessments and vocational qualifications and to lead the processing and distribution of student related data. As the Data and Exams Officer you will be responsible for developing and maintaining Academy systems of assessment recording and reporting to support Teaching and Learning.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic, dedicated and well-resourced team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

To apply please complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Jo Derbyshire at [Joanne.Derbyshire@consilium-at.com](mailto:Joanne.Derbyshire@consilium-at.com)

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

**The closing date for applications is Monday 29<sup>th</sup> November 2021 at 8am.**

**Interviews to be held on Friday 3<sup>rd</sup> December 2021.**

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

*Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*





## Job Description

Job Title:	Exams and Data Officer
Reports to:	Trust Data Manager
Grade:	Grade 7 (NJC scale point 19 – 23)
Working Pattern:	36 hours per week, all year round

### Main purpose of the Role

To manage the processing and ensure the smooth running of all examinations, controlled assessments and vocational qualifications and to lead the processing and distribution of student related data. As the Data and Exams Officer you will be responsible for developing and maintaining Academy systems of assessment recording and reporting to support Teaching and Learning.

### Main Duties and Responsibilities

#### MAIN DUTIES AND RESPONSIBILITIES

- To manage the processing of all external and internal examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications
- To lead the processing and distribution of student related data and be responsible for developing and maintaining Academy systems of assessment recording and reporting.
- To support Teaching and Learning by interpreting and analysing trends and highlight fluctuations in performance to appropriate colleagues
- To work with the AHT/DHT for Standards, Heads of Faculties and those with responsibility for year groups and subgroups to identify gaps in progress and attainment for groups, subgroups and individuals and to plan how to use resources effectively to close the gaps and improve attainment and progress
- To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes
- To work with the Trust Data manager in the sharing of key examination and assessment data.

#### EXAMINATIONS

- Downloading and importing results files into the Academy's MIS using the A2C client when results are released in August
- 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 the Trust
- Collating and preparing certificates for distribution on presentation evening
- Liaising with heads of department to collect estimated entries for submission to awarding bodies
- Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into SIMS examinations manager and preparation of the relevant exam seasons for each academic year
- 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 manager ensuring all deadlines are kept to and late fees are avoided for each examination season
- Liaise with facilities management to prepare the examinations hall
- Preparation and development of a pupil handbook to include all relevant information of the exam series such as entry lists, timetables, notices and instructions for pupil conduct



- Preparation of seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance within statutory guidelines as well as managing the entry and exit of students into the examinations hall to ensure a calm and orderly examination
- Liaising with the SENCO regarding candidates with SEN; 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 off using the Parcelforce yellow label service. Also packaging and posting any materials relating to controlled assessment, coursework etc.
- Using where possible the SIMS examinations manager for administration of all vocational qualifications, including entry and unit claims for all subjects. Where this facility is not available using the awarding body secure websites
- To resolve examination clashes in accordance with regulations
- To recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the JCQ and awarding bodies. Examination invigilators will need to be briefed before each examination
- To produce an overall examination timetable for each season and to distribute individual candidate timetables to students
- To develop and maintain the Academy's examinations policy, ensuring it is up to date and meets the JCQ requirements
- To meet with the JCQ inspector and ensure all the requirements are met to enable the Academy to pass the inspection
- 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

#### **DATA**

- To have overall responsibility for SIMs including being the principal point of contact for the Trust, LA SIMS team and Capita
- Support the management users and permissions within SIMs and other key Academy systems.
- Preparation of data for statutory returns e.g. Academy Census
- Follow Trust target setting policy to apply Targets to KS4 students.
- Maintain progress check system and reporting system in Assessment Manager
- Maintain assessment marksheets for all staff
- Create bespoke reports in SIMs for staff as required
- Upload and maintain student targets and assessment data in 4Matrix, sharing with the Trust as required.
- Attend data meetings organised by the Trust to keep abreast of current issues and developments.
- Update Course Manager with new teaching personnel to allow access to mark sheets
- To work closely with the Trust to maintain and adapt data collection systems and processes
- To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT, the Trust and other internal customers
- 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 Academy
- To be responsible for the development and production of student reports
- To be responsible for the production of regular reports for SLT and key stakeholders relating to the progress and attainment of all year groups and identified groups
- To ensure that all data and information is processed in accordance with Data Protection principles

- To respond to and provide advice on Freedom of Information and Data Protection requests in line with relevant legislation
- To become involved in project work and support the SLT in implementing new initiatives.
- To support the Academy in continuing to develop and maintain effective and efficient systems of work
- To provide training and support to staff within all departments of the Academy on data analysis and usage
- To effectively communicate management information to a variety of audiences

**GDPR**

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Corporate Responsibilities**

- 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
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

**Additional Notes**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

<b>Person Specification</b>		
<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSE passes A* to C or equivalent (inc English and Maths)	X	
Educated to A Level or equivalent		X
Additional qualification / evidence of CPD relevant to the responsibilities of the post		X
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of 3 years' experience in a similar role		X
Excellent oral and written communication skills	X	
Good working knowledge of SIMs or other MIS	X	
High level of ICT skills including a strong working knowledge of Microsoft Office applications – Advanced use of Excel Spreadsheets	X	
Accuracy and attention to detail	X	
Previous experience of working within an educational setting	X	
The ability to relate to staff, students and visitors	X	
Good communication skills, for effective interaction with colleagues, external agencies and other stakeholders	X	
Experience of training and supporting others with data analysis	X	
Experience and/or knowledge of the Academy sector	X	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Responsibility for own professional development and be willing to partake in further staff development	X	
The ability to motivate, support and challenge	X	
The ability to promote and maintain quality control in all aspects of work	X	
A team player with energy, commitment, enthusiasm and resilience.	X	
The ability to provide a deliver effective customer care	X	
The ability to prioritise workloads and to work to given deadlines	X	
The flexibility to adapt to changing workload demands and new challenges	X	
The ability to maintain confidentiality	X	
A commitment to equality and diversity policies	X	
A commitment to Health and Safety	X	
A commitment to child protection and safeguarding	X	
An understanding of child protection and safeguarding		X

<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	

