



Ellesmere Park  
High School

*Enriching Lives, Inspiring Ambitions*

# RECRUITMENT PACK

Data & Exams Officer



Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*

# Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Data & 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.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

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 development 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.

# Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in working at Ellesmere Park High School.

Our aims as a school are founded on the values that are encapsulated by our motto 'Vibrant, Inclusive, Proud'. We will ensure that all of our students experience the fullness of life by:

- Providing them with an exciting, engaging and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our school and our community to the full.

I am very clear in what I want our school to deliver to our current and future students: the education that they deserve in a school that prepares them for successful and enriching lives. They deserve the very best education that can be provided. My leadership of the school will be defined by a desire to deliver this, to serve our community and to help make the ambitions of our community and young people a reality.

We are seeking to appoint a qualified, creative and enthusiastic individual to join our motivated team in a School that is committed to offering a warm, friendly and purposeful setting for all our students to flourish.

I can't think of a better time to join Ellesmere Park High School as we look forward to an exciting and bright future.

I look forward to hearing from you.

Kind regards,

J I Ross  
Headteacher



## About the School

Ellesmere Park High School is a co-educational academy, part of Consilium Academies, based in Salford, with approximately 750 students on role.

Our values of Vibrant, Inclusive, Proud are at the core of everything we do.

**Vibrant:** Our school is a vibrant school, where all are encouraged to be expressive, creative and enjoy their learning in a positive atmosphere.

**Inclusive:** Our school is an inclusive school, where all are valued and thrive in a safe, caring and supportive environment. We welcome everyone to our diverse community and encourage friendly and mutually respectful relationships.

**Proud:** Our school is a proud school, where all aspire to be successful in whatever they do. We strive to enable all to be lifelong learners, equipped to fulfil our dreams.

We aspire to make education lively, memorable and exciting. Ellesmere Park welcomes and nurtures people from diverse backgrounds with wide-ranging talents and abilities, and we actively strive to remove barriers.

Ellesmere Park High School will always strive to fulfil each child's potential and provide our students with a broad and balanced curriculum which will enable them to move on to college or work with the right skills and qualifications needed to maximise their life chances.

# 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 Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

# Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.

Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.

Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.



# About the Role

**Job Title:** Data and Exams Officer

**Start Date:** ASAP

**Hours:** 36 hours per week, All Year Round

**Contract:** Permanent

**Salary:** NJC Grade 7, scale points 19-23, Actual Salary £27,852 to £30,152

---

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

At Ellesmere Park 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 download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Hayley Silcock at [Hayley.Silcock@consilium-at.com](mailto:Hayley.Silcock@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 13<sup>th</sup> February 2023 at 9am.**

**Interviews will take place week on a date to be confirmed.**

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, and where applicable, a prohibition from teaching check will be completed for all applicants.

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

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

*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/ Business Support Officer
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
- 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.

Person Specification		
Qualifications and CPD	Essential	Desirable
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
Experience, Knowledge and Skills	Essential	Desirable
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	
Personal Attributes	Essential	Desirable
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

English Fluency	Essential	Desirable
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	

