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# Data & Exams Officer

## SALARY

G6 15-18 (£25,878 to £28,371)

Actual salary £22,695 to £24,881

Retention Incentive £1,500 payable for 2 years

(37hrs pw, 40 weeks per year) – flexible working will be considered

## START DATE

01<sup>st</sup> March 2023 (or sooner if available)

## LOCATION

William Lovell CofE Academy, Stickney, Lincolnshire

## APPLICATION DEADLINE

Friday 06<sup>th</sup> January 2023

## INTERVIEWS

w/c 16<sup>th</sup> January 2023

## The opportunity to transform lives

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, what you give to them, how you relate to them can transform their lives. And then you have to 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 an organisation 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 reasonable 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? In order to change lives with us, for the better.

**Jackie Waters-Dewhurst**  
**Chief Executive Officer**

**LAAT is a multi-academy trust formed by the Diocese of Lincoln in 2013, we've grown to serve 20 academies across three local authorities of Lincolnshire, North Lincolnshire, and North East Lincolnshire.**

**The LAAT 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.**



**For more information about  
LAAT:**  
[www.thelaat.co.uk](http://www.thelaat.co.uk)



# William Lovell School

This is an incredibly exciting time to join William Lovell Church of England Academy. We are on an aspirational journey under ambitious leadership. There is an ambitious growth plan for the school, its staff, and students.

We are looking for a passionate and committed individual to have responsibility for assisting with student data and Exams coordination and administration. This role will be responsible for managing effective and efficient administration of internal and external exams in accordance with awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.

The successful candidate will be highly motivated, proactive, and organised. They will possess the skills to manage the flow of information and data within school and be able to maximise pupil achievement through the dissemination and sharing of pupil data and analysis.

Strong data management and administrative experience is essential, as well as the ability to work on their own initiative, with a positive and proactive approach. They should have the ability to communicate data clearly and concisely with a range of individuals and the ability to work well under pressure and to tight deadlines.

## Our Ethos

At William Lovell, we strive to create an inclusive atmosphere with a family-feel, where strength of character goes hand in hand with academic achievement. Within this we have high aspirations for our students.

Every person is valued within our school, and we empower and challenge all, constructively building one another up, so that every person within our community is able to become the best version of themselves and to have the widest possible life choices. Subsequently, we hope to inspire every member of the community to have a positive impact on the world around them and to trust that they have the power to make a difference.

We ask our staff to be positive, creative, and resilient. They need to be able to quickly build strong relationships with students and be determined to give our children the absolute best of themselves. Our school values of Generosity, Respect, Justice, Forgiveness and Truth mean a huge amount to our team, and our staff should embody these values in everything they do.

In return, we can offer you the opportunity to be part of our happy, successful, and ambitious school. We have an excellent staff team, wonderful students, and a supportive school community.



**"For more information about the school:**

[www.williamlovell.co.uk](http://www.williamlovell.co.uk)

## Data & Exam's Officer

Applications are welcomed from candidates who can demonstrate that they:

- Meet the criteria within the Person Specification.
- Are able to problem solve and introduce solutions effectively.
- Have a strong work ethic and a willingness to strive for the best in achieving a caring and nurturing setting.
- Have a positive attitude and can actively contribute to the development of a dedicated and professional staff team.
- Share the schools aims and Christian values.
- Have ambition and the drive to develop their skills and support the Senior Leadership Team.

Visits to our school are warmly welcomed and encouraged.

Application packs are available via the school website William Lovell Church of England Academy – Vacancies or the Trust website [www.thelaat.co.uk](http://www.thelaat.co.uk) or by contacting the school directly.

For further information, an informal discussion or to arrange a visit, please contact Mr Stuart Hutton on 01205 480352.

Completed applications should be sent to: [recruitment@stickney.lincs.sch.uk](mailto:recruitment@stickney.lincs.sch.uk)

**Closing date for applications:** 06<sup>th</sup> January 2023

**Interviews:** w/c 16<sup>th</sup> January 2023

**Start date:** 01<sup>st</sup> March 2023 (or sooner if available)

***In line with Keeping Children Safe in Education 2022, 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.***

### BENEFITS

- Local Government Pension Scheme for support staff, Teachers Pension Scheme for Teachers
- 25 days annual leave
- Growth and Development processes in place for all employees to support continuous professional development
- Access to over 70 online E-Learning courses
- 24-hour confidential helpline covering legal, financial, wellbeing, health and nutrition etc.
- Confidential counselling – up to 6 sessions free of charge
- Physiotherapy – up to 4 free sessions free of charge
- Coaching - Personalised stress coaching plans over 6 weeks, one to one with an OH Practitioner
- Virtual GP – Accessible by smart phone or computer, same day appointments available at time to suit



Excellence



Exploration



Encouragement

# Job Description - Data & Exams Officer

## Key Tasks and Responsibilities

### 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 smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."*  
Matthew 13:32

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 concerned need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote their welfare during the course of their work.

## 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 criterion through reference to your work or relevant experience.

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### 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 (School will obtain)	*	
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	*	
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### Personal and Professional Skills and Attributes

Empathy with 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	*	

### Approach to work – candidates should:

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



## 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 will 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 the link below to our privacy notice for prospective candidates:

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

**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.**

- 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.

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## Our Schools

- 1 Browns C of E Primary School
- 2 Canon Peter Hall Ce Primary School
- 3 Coningsby St Michael's Church of England Pri...
- 4 East Ravendale C Of E Primary School
- 5 Edenham ce primary school
- 6 Friskney All Saints C O E Primary School
- 7 Harrowby Church of England Infant School
- 8 The Magdalen Church of England / Methodist ...
- 9 Morton Church of England (Controlled) Primar...
- 10 Ruskington Chestnut Street C E Primary School
- 11 Spalding Parish Church of England Day School
- 12 St Peter's C of E Primary School
- 13 Holy Trinity CofE Primary School
- 14 The National Church of England Junior School
- 15 Ulceby St Nicholas C Of E Primary School
- 16 Weston St Mary's C Of E (VC) Primary School
- 17 Whaplode C Of E Primary School
- 18 William Lovell Church of England Academy
- 19 Wrawby C Of E Primary School
- 20 Branston Church of England Infant School



## Where to find us

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

Telephone: 01205 480352

Email: [william.lovell@stickney.lincs.sch.uk](mailto:william.lovell@stickney.lincs.sch.uk)

