



**Examinations and Data Assistant
September 2024**





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 Fax: (01482) 346817
Email: info@kelvinhall.net Twitter: @kelvinhall_hull www.kelvinhall.net
Executive Headteacher (Thrive Trust): Mr P Cavanagh
Head of School: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy and Mr J Shaw

Welcome letter from the Executive Headteacher and Head of School

Dear Applicant,

Thank you for enquiring about the position of Examinations and Data Assistant at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue to move forward with our period of growth over the next 12 months.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. In September 2024 we will have approximately 1660 pupils on roll with a year 7 intake of 330 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Head of School, Mr Chris Leng**; info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

Pat Cavanagh
Executive Headteacher and
Trust Secondary Development Lead

Chris Leng
Head of School





Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



Senior Leadership Team



**Executive
Headteacher and
School Development
Lead (Secondary)**

Mr Cavanagh

Head of School



Mr Leng
Head of School

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL

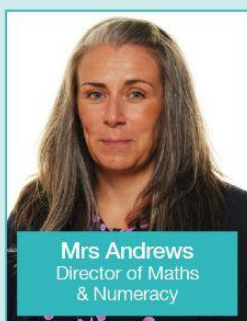


Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



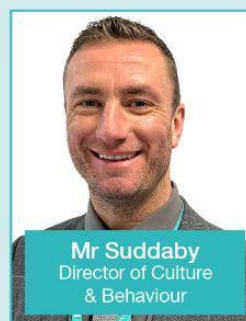
Mrs Andrews
Director of Maths
& Numeracy



Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



Mr Suddaby
Director of Culture
& Behaviour



Mrs Keddy
Senior Director of
Teaching & Learning



Miss Mills
Director of English
& Literacy



Mrs Russell
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology



**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



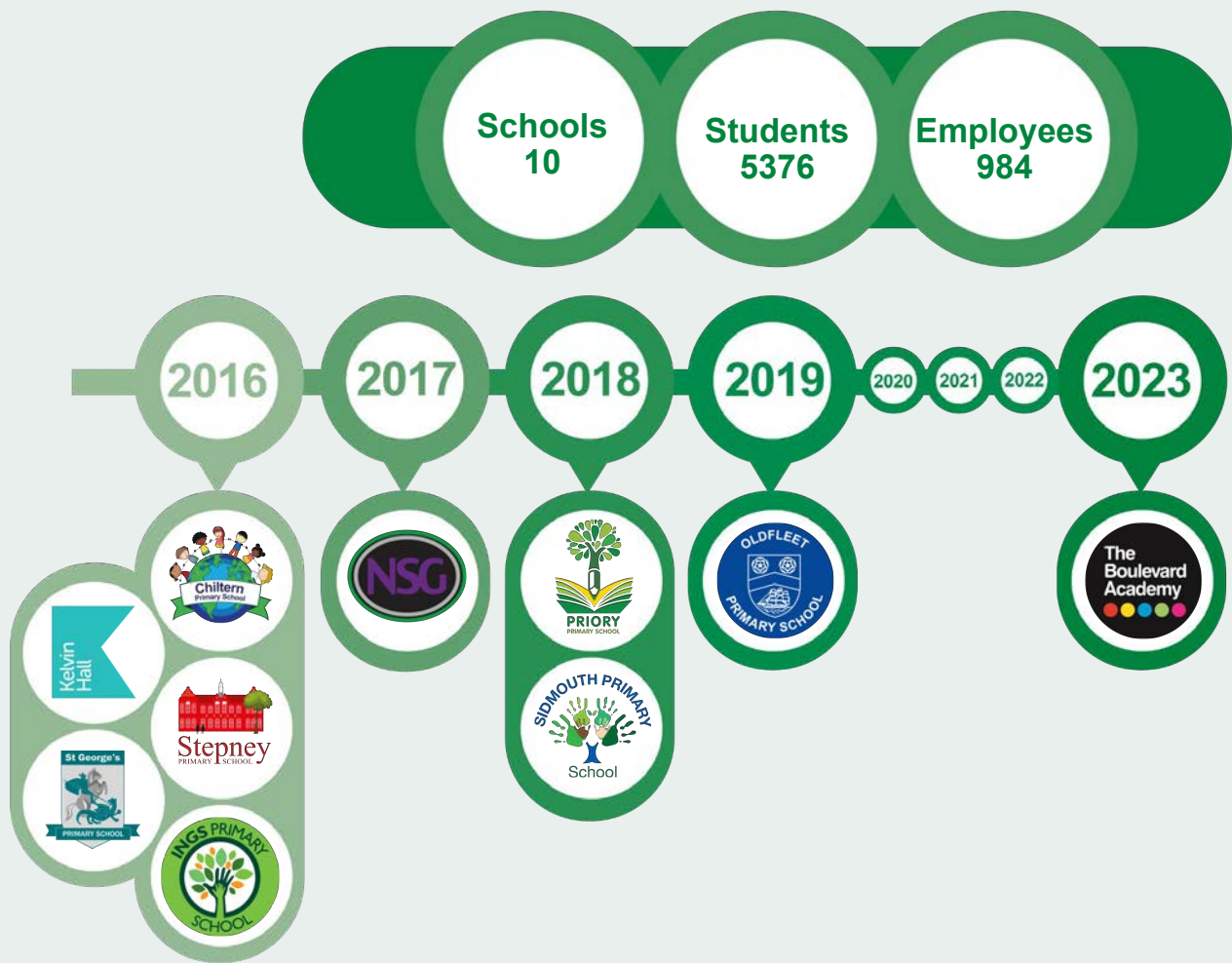
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

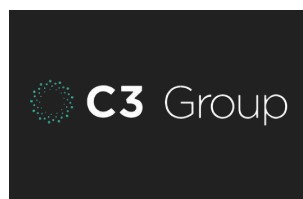


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:
Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Examinations and Data Assistant

Salary: Grade 5 Point 8-12 (£21,313 - £22,796 actual salary per annum)

Hours: 37 hours per week, Term Time only plus 5 days

8am to 4pm Monday -Thursday, 8am -3.30pm Friday (30 minutes unpaid lunch break)

Permanent

Start Date: September 2024

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formally YHCLT which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

Kelvin Hall School is looking to appoint to our successful Examination and Data team. Required for September for 2024, an efficient and suitably experienced administrative assistant. Under the direction of the Examinations and Data Manager, you will be required to assist in the management and analysis of the school's data and respond to queries relating to internal and external examinations to ensure the smooth running of all aspects of public exams, ensuring day to day organisation of the exams arrangements and all related tasks.

This is a fantastic opportunity to join a forward-thinking school which is committed to excellence; continual development of staff; and innovative learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

Closing date: Wednesday 26th June 2024 at 9.00am

Interview date: TBC

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit please contact Mrs Helen Harrison (PA to the Executive Team) via email info@kelvinhall.net or telephone Kelvin Hall School 01482 342229 to arrange this.

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to further develop a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Examinations and Data Assistant
Grade	5
Location	Kelvin Hall School
Reporting to	Examinations and Data Manager

Purpose of Role

To provide an efficient administrative service to the Examinations and Data Team. Under the direction of the Examinations and Data Manager, you will be required to assist in the management and analysis of the school's data and respond to queries relating to internal and external examinations to ensure the smooth running of all aspects of public exams, ensuring day to day organisation and smooth running of the exams arrangements and information in addition to administration tasks.

Specific responsibilities under the direction and support of the Examinations and Data Manager:

- Disseminate information, respond to queries, and deal with queries regarding all data and internal & external examinations;
- Produce clear, concise and accurate information where appropriate to support the Senior Leadership Team in raising standards of performance in the school;
- Download examination results and produce reports using MIS and Sistra Analytics;
- Identify issues within examination results such as malpractice, missing and withheld grades;
- Collate results using supporting information (from Exam Boards) to identify issues and support SLT for data tracking and monitoring purposes;
- Maintain the security and confidentiality of examination results;
- Ensure all necessary arrangements relating to examination entries are made for each formal exam and internal season. Plan and record exam cycles, key dates, and deadlines via google and the school calendar;
- Identify and solve potential issues such as exam clashes and the logistics of whole cohorts of students taking exams within each season;
- Organise room changes within Arbor to allocate specific rooms for events, external agencies and internal & public exams. Responsibility for ensuring all seating plans for exams are created in a logical method for the needs of the school and for the distribution of individual timetables to students and parents;
- Ensure the smooth running of internal and public examinations in consultation and as directed by line manager and SLT;
- Facilitate setting up of examination rooms in accordance with JCQ regulations and coordinate rooms with the site team;
- Maintain student-specific exam data with accuracy and to a high standard using the school's MIS System;
- Liaise professionally with the stakeholders e.g. DFE, Examinations Board, JCQ, staff, students and parents/carers;

- Make decisions on a day to day basis to ensure that examination deadlines and other requirements are met (e.g. safe storage of papers, sufficient numbers and types of papers are available, issuing and returning papers and the dispatch of papers);
- Deal with emergency issues that may occur on the day of an exam and find solutions to resolve the problem using your own initiative;
- Organise SEN and pastoral provisions for examinations in accordance with exam board regulations. Liaise with the SENCo, Pastoral Team, and Exam Boards regarding specific individual students with complex needs and implement appropriate strategies, including the application for special consideration for pupils who have been disadvantaged in examinations using their own judgement as necessary and in liaison with SENCO/SLT;
- Involvement in invigilator recruitment and training. Support your line manager with the coordination of the team of invigilators to ensure exams are compliant with JCQ rules and regulations;
- Invigilate in exams if and when required;
- Be present on the days when results are received and collated, and oversee the distribution of results to candidates;
- File and track qualification certificates including the co-ordination of certificate distribution;
- Work with other administrative staff on the upkeep of the school's electronic student records including student personal information, SEND, free school meals, medical and LAC information, and end of year procedures for the promotion of classes and years;
- Assist and support if appropriate with the electronic administration of the school timetable, including the administrative changes regarding staffing, rooming and teaching set changes using agreed processes to ensure accuracy. In addition, the organisation of student timetables and related resources/accommodation;
- Have administrative oversight of the school's assessment and reporting system including liaising with IT staff, pastoral teams, teaching staff and SLT regarding completion;
- Production and distribution of student progress reports;
- Promote a school culture that takes account of the richness and diversity within all areas of the school community;
- Promote and safeguard the welfare of children and young people;
- Undertake safeguarding and all relevant training relevant to the post to support all people in the school environment;
- Build and maintain effective school-home relationships through the use of accurate and transparent assessment and reporting arrangements;
- Create and promote positive strategies for challenging all prejudices;
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

Any other duties of a similar nature and level of responsibility as requested by the Examination and Data Manager or Senior Leadership Team. Deputise for the Data & Examinations Manager as and when required.

This JD may be modified by the HOS, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	<p>Safeguarding and promoting the welfare of children.</p> <p>To assist the Data & Examination Manager to ensure that data, examination and assessment procedures are completed throughout the school in line with internal & external requirements and agencies. The post holder will play a supporting role in providing administrative support services to the high number of students 1640, parents and staff at Kelvin Hall School.</p> <p><u>The nature of the work may involve the post holder carrying out work outside of normal working hours and must be flexible during the exam season.</u></p>
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Maintain the security and confidentiality of all data, examination papers, and results under GDPR regulations.

		E	D	How Identified
Qualifications	GCSE Grade C/4 (or equivalent) in English and Maths	✓		C
Relevant Experience	Experience of Microsoft Office, specifically Excel (or other similar packages)	✓		AF, I, R
	Experience in data manipulation	✓		
	Experience of using and maintaining an MIS System, FFT Aspire and Sisra Analytics (or other similar packages)		✓	
	Knowledge of relevant policies/codes of practice and an awareness of relevant legislation regarding data and examinations		✓	
	Experience of working in a school environment		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work in a creative way, showing flexibility in unplanned situations	✓		
	Excellent interpersonal and communication skills	✓		
	The ability to work independently and use own initiative	✓		
	Ability to prioritise workload and work well under pressure and without direction	✓		
	Awareness of the importance of confidentiality	✓		
	Be able to deal with the complex needs of students and staff surrounding examination situations	✓		

Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Understanding the statutory guidance of keeping children safe in school	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I, R
Personal Qualities	Commitment to their own ongoing professional development and learning, and to the regular training/development of their team	✓		
Disclosure & Barring Service	The successful candidate appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

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Interview Date: To be confirmed