

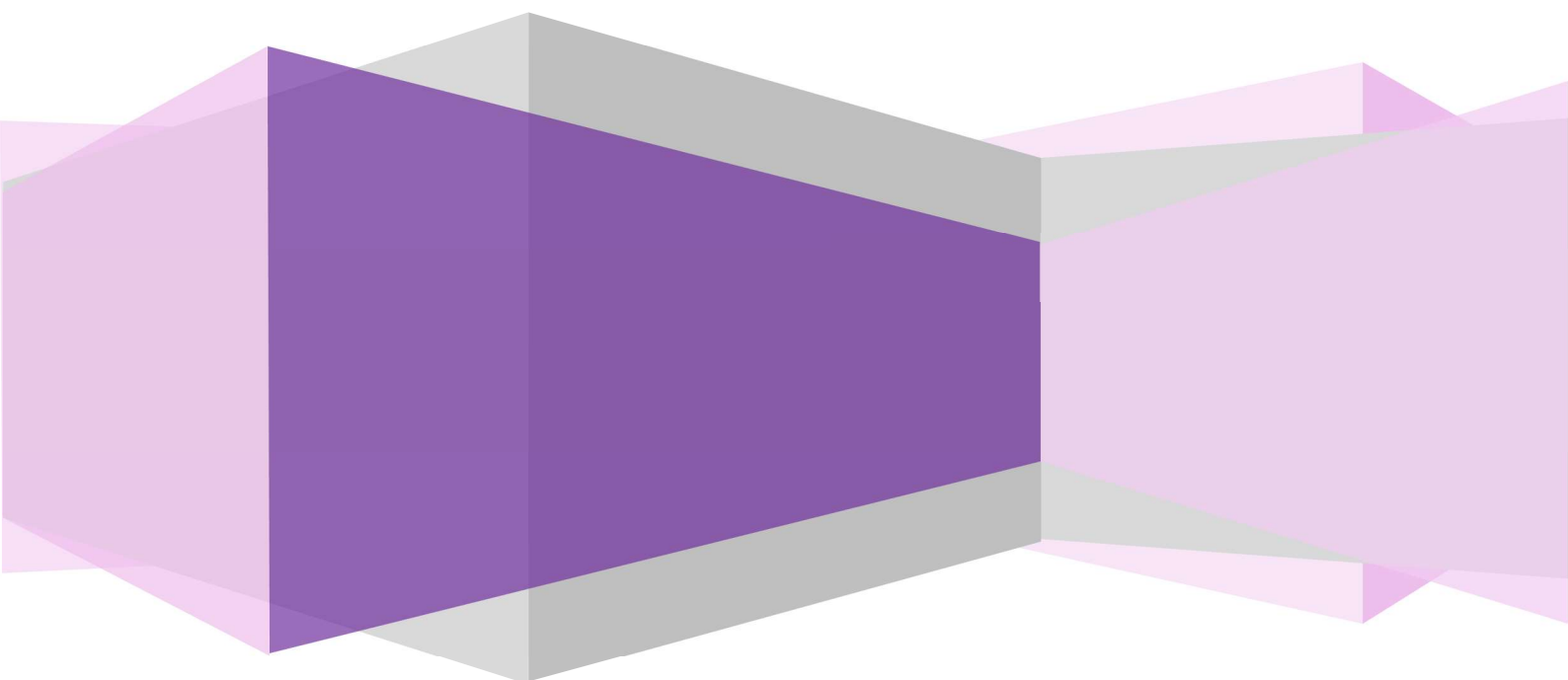
Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

**Examinations and Data Officer**

**Required: Immediate Start**



**SUCCESS THROUGH FAITH, LOVE AND LEARNING**





# Examinations and Data Officer

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Bishop Justus Church of England School is seeking to appoint an Examinations and Data Officer who will be responsible for the administration, organisation and smooth running of all public examinations for the school.

## **Our ideal candidate will:**

- Have a flexible attitude;
- Good communication and organisational skills;
- Strong IT skills, use of Microsoft Office applications is essential;
- Good time management skills and the ability to prioritise tasks;
- Experience of administration or related field;
- Excellent attention to detail; and
- A good sense of humour.

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

*We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.*

*As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.*



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 3<sup>rd</sup> July 2024 - midnight  
*We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate*

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** W/C 8<sup>th</sup> July 2024

### APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate Start

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [recruitment@bishopjustus.bromley.sch.uk](mailto:recruitment@bishopjustus.bromley.sch.uk).

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



## JOB DESCRIPTION

### DETAILS

**Job Title:** Examinations and Data Officer

**Grade:** Aquinas 7

**Hours:** 36 hours per week, 42 weeks per year

**Full Time Salary:** £34,031.00 p.a. - £40,380.00 p.a.

**Actual part time range:** £31,720.49 p.a. – 37,638.43 p.a.

**Accountable to:** Assistant Headteacher

### THE ROLE

#### Main purpose of post

Responsibility for the administration, organisation and smooth running of all public examinations.

#### Duties and Responsibilities

##### Examinations:

- To be responsible for examination entries for external exams to the examination boards for public exams, SATs, GCSE, AS and A Level.
- To liaise with Subject, Faculty and Curriculum Leaders on student entries.
- Issuing students with their entry slips and making any necessary corrections.
- For all areas being used for examinations, the Examinations and Data Officer must book, prepare, organise and supervise these examinations in accordance with the regulations laid down by all the examination boards.
- To disseminate information about public exams to staff, students and their parents including entries and clashes.
- To liaise with staff, parents, students and to deal with complaints and queries about public examinations.
- To organise examination papers as they arrive.
- To be responsible for the daily running of public examinations including practicals and to inform the Site and IT Managers about arrangements that need to be made for furniture and Laptops in examination rooms.
- Supplying all the necessary stationery and materials related to the smooth running of the examination system.
- Liaise with the Assistant Headteacher to create the examination timetable and determine issues relating to invigilation, student leave and general Centre planning.
- To brief students on examination procedures and conduct, and to produce guidelines for staff and students including any clashes and make appropriate provisions for students.
- Dealing with special considerations and any other requirements related to the smooth running of the examination system.
- Ensuring all necessary certification is dealt with in the timescales set by the boards and implemented by the centre.
- Ensuring that all staff are fully updated on all dates, changes in examination procedures, entries and results.
- Keeping up to date with examination requirements, including the development of appropriate computer systems that meet the needs of the public examination system.



- Preparing and checking student examination fees for each examination period.
- To be present on the day the centre is notified of results and attend GCSE and AS/A2 result days, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents.
- To provide relevant statistics on examination entry and examination results to the Headteacher, the Aquinas Advisory Council (AAC), the LA and the DfES, etc.
- To oversee the copying and distribution of results including checking certificates before they are handed to Year Leaders.
- To retrieve costs of examination entry from absentees and arrange for re-marks, reports and queries about exam results from the examination board.
- To liaise with the Human Resources Department in the timely recruitment of invigilators ready for the main examinations period.
- To provide approved training to new invigilators in order for them to run examinations according to all JCQ policies.
- To make arrangements for all internal examinations (PPEs) including timetable rooming and invigilation. To liaise closely with the Assistant Headteacher over issues of invigilation and cover.
- To ensure that the School adheres to all JCQ and awarding body regulations.

#### Data:

- Assist the Assistant Headteacher in preparing data for reporting to various stakeholder groups.
- Produce accurate pupil performance information ensuring it is available each term and as required on an ad hoc basis.
- Provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.
- Ensure the adequacy, accuracy, timeliness and legitimacy of data through applying agreed data collection and retention quality standards.
- Investigate any discrepancies or anomalies in data and report findings to Assistant Headteacher.
- Be proactive in making recommendations to the Assistant Headteacher to improve the management of data processing in the school.

#### ***At Bishop Justus School staff are expected to work in line with the school's Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



## PERSON SPECIFICATION

### EXAMINATIONS AND DATA OFFICER

| QUALIFICATION, EXPERIENCE AND KNOWLEDGE                                                                        | Essential or Desirable |
|----------------------------------------------------------------------------------------------------------------|------------------------|
| English and Maths to GCSE/Standard Grade A-C or above                                                          | E                      |
| Previous experience of working in a school environment                                                         | E                      |
| In depth knowledge of examinations procedures, rules and regulations including relevant policy and legislation | E                      |
| Knowledge of using Arbor                                                                                       | D                      |
| Knowledge of Data systems such as SISRA or 4Matrix                                                             | D                      |
| Experience as an Examinations Officer                                                                          | E                      |
| At least 2 years' experience of administration or related field                                                | E                      |
| Experience in database administrations                                                                         | E                      |
| Confident in the use of ICT and Microsoft programs, including Excel spreadsheets.                              | E                      |
| Experience in the handling and the organisation of confidential information.                                   | E                      |
| Ability to analyse detailed data.                                                                              | E                      |
| Ability to learn and effectively use computer management software.                                             | E                      |

| SKILLS AND ABILITIES                                                           | Essential or Desirable |
|--------------------------------------------------------------------------------|------------------------|
| Ability to use own initiative and work independently.                          | E                      |
| Ability to plan, organise and implement complex timetabling and data analysis. | E                      |
| Ability to build rapport with adults and children.                             | E                      |
| Ability to follow instructions accurately.                                     | E                      |
| Ability to be flexible.                                                        | E                      |
| Ability to work as part of a team.                                             | D                      |
| Have excellent communication skills with adults and children.                  | D                      |
| Ability to motivate, inspire and have high expectations of students.           | D                      |
| Have a creative approach to problem solving.                                   | E                      |
| Ability to adapt quickly and effectively to changing circumstances/situations. | E                      |
| To work calmly under pressure.                                                 | E                      |



|                                                                          |   |
|--------------------------------------------------------------------------|---|
| Be committed to personal and professional development.                   | E |
| Ability to critically evaluate own performance.                          | E |
| Awareness, and commitment to, equalities issues and church school ethos. | E |

| PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES                                                                                                                                                                                                                                       | Essential or Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Possess a friendly and helpful demeanor.                                                                                                                                                                                                                                                 | E                      |
| Ability to concentrate even with frequent interruptions and unpredictable working pattern.                                                                                                                                                                                               | E                      |
| Be willing to undertake further training.                                                                                                                                                                                                                                                | E                      |
| Enjoy the presence of young people.                                                                                                                                                                                                                                                      | E                      |
| To impress those around you with a sense of purpose and commitment to the school and team.                                                                                                                                                                                               | E                      |
| A knowledge of health and safety in the workplace.                                                                                                                                                                                                                                       | E                      |
| Commitment to equal opportunities.                                                                                                                                                                                                                                                       | E                      |
| Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion .Willing and able to work flexible hours and across a range of work areas to meet service requirements. | E                      |



# Benefits of Working with Aquinas

## LEASING AN ELECTRIC VEHICLE...

**We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle.** Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus  
electric vehicles

## TREATING YOU AS A PROFESSIONAL...

**Aquinas committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## HELPING YOU STAY RELAXED...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

## LOOKING AFTER YOUR WELL-BEING...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

