



St Michael's Church of England High School
A Church of England Academy

Growing in Body, Mind and Spirit

Therefore, choose

Examinations Officer / Data Manager: Maternity Cover



Candidate Information

Letter from the Headteacher

Thank you for your interest in the position of Examinations Officer / Data Manager: Maternity Cover currently being advertised at St Michael's CE High School, a Church of England Academy.

St Michael's is a special place to learn and work with a strong Christian identity. Our mission statement is:

*As a vibrant learning community
we choose to serve God
pursue excellence
and
celebrate the uniqueness of each individual*

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

Body

Where the safety, happiness and wellbeing of pupils are paramount. Where every child matters and more crucially, know that they matter.

Mind

High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment where creativity, passion and enthusiasm help to engender a life-long love of learning and secure excellent pupil outcomes.

Spirit

Where pupils are supported to find for themselves the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos as we strive to 'be the best that we can be'. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal growth.

Worship is at the centre of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and Worship Band help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In

addition we hold Eucharist services in the school chapel throughout the year both at the start of the day and at lunchtimes. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. We have numerous student leadership roles within school and an active charities committee. Each year group within school is linked to a particular charity.

All staff take responsibility for behaviour and wellbeing around school on a day to day basis and model the qualities and Christian values we believe are important for self- worth, respect, responsibility and stewardship.

In 2021 our GCSE results once again reflect outstanding levels of attainment by our pupils and these Centre Assessed Grades are indicative of sustained high levels of attainment over many years. In 2019 92% of pupils achieved 5+ 9-4 grades including English and mathematics and 75% at grades 9-5. Progress of pupils was also above average with a Progress 8 measure of 0.38. The school was in the top 10% of non-selective schools nationally for attainment for the sixth consecutive year. However, we are not complacent and remain ambitious for further success and the opportunities these results will provide for our pupils.

We want all at St Michael's to flourish and experience the hope and joy of life in all its fullness . We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. We have talented, dedicated, caring and dynamic staff who are willing to develop innovative approaches to learning and teaching for our young people, provide outstanding care and guidance and support our distinctive Christian ethos. The support staff are an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.

Yours sincerely

Jayne Jenks

Mrs Jayne Jenks
Headteacher



Letter from the Governors



Thank you for requesting details for the post of Examinations Officer / Data Manager: Maternity Cover at St Michael's Church of England High School.

Most of the information you will need is displayed on the school website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018. This was achieved by a whole school community approach of teachers, support staff, pupils, parents, carers and governors working together.

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, forward thinking leadership and management.

The governors will expect the successful applicant to become a full and active member of 'Team St Michael's' and to support our distinctive Christian ethos.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely

Mr C M Metcalfe

Chair of Governors



Head Girl and Head Boy Letter of Welcome

We appreciate your interest in the role of Examinations Officer / Data Manager: Maternity Cover at St Michael's Church of England High School. St Michael's is an outstanding school with exceptionally high standards, allowing pupils to develop both academically, physically, spiritually and socially.

'Team St Michael's' is a significant phrase used within our school life. The 'team' encompasses parents, pupils, staff and governors, who all work closely together allowing pupils to, "be the best that they can be". This 'team' helps create a strong pupil teacher relationship which is necessary to create mutual respect and a sense of community. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy and this can be seen throughout school. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a compassionate environment.

St Michael's Church of England High School really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely

Amy and Benedict

(Head Boy and Head Girl 2021-22)



Examinations Officer / Data Manager: Maternity Cover
Required from February 21 2022 until return of the post holder
Term time only plus 1 week

Grade 7
Points 19 to 25 - £25,481 to £29,577

Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the job description and person specification).

Closing date for the receipt of completed applications: **9am Friday 12 November 2021**
Interviews: **Wednesday 17 November 2021**

Applications should be returned by email to: vacancies@saint-michaels.lancs.sch.uk

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.





Person Specification/Selection Criteria

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

Section A Qualifications, Experience and Professional Development

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Educated to GCE A level or equivalent	D	A
Educated to Degree level or equivalent	D	A
Professional Development and Experience		
Experience of working within an education setting	E	A/I
Extensive experience of using a school data management system.	E	A/I
Experience of using Synergy*, SIMS*, Assessment Manager*, SISRA Analytics* to generate marksheets, reports and exam entries (*or similar school data analyses packages)	E	A/I
Extensive skills and proficiency in using MS Excel	E	A/I
Experience in developing and maintaining accurate pupil records.	E	A/I
Experience of data collection, analysis and database management.	E	A/I
Ability to create, concisely and accurately draft documents/reports.	D	A/I
Committed to further professional development and training	E	A/I

Section B Professional Knowledge, Skills and Understanding

Able to work independently and effectively as part of a team	E	A/I
Emotionally intelligent	E	A/I
Excellent listening and interpersonal skills with an ability to communicate/engage with a range of people	E	A/I
Good communication skills (oral and written)	E	A/I
Resilience and ability to manage and prioritise workload	E	A/I
Excellent organisation and time management skills	E	A/I
Ability to use relevant technology and excellent ICT skills	E	A/I
Meticulous and methodical in approach	E	A/I
Ability to prepare and present reports for different stakeholders.	E	A/I
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I
Ability to use own initiative to work flexibly and respond positively to a range of situations.	E	A/I
Ability to work under pressure and remain organised whilst managing a diverse, demanding workload and meeting strict deadlines	E	A/I
An interest in and a concern for the education of young people	E	A/I

Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I
Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

Section D: Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D	R
Positive recommendation from all referees, including current employer	E	R

KEY

E = Essential
D = Desirable
A = Application
L = Lesson Observation
I = Interview
R = References

The successful candidate will work under the direction of the Senior Assistant Headteacher.

As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established associate staff team.

This post will involve occasional evening work, after school meetings and support of school events.



Generic job description for a Examinations Officer / Data Manager at St Michael's

Responsible to: Senior Assistant Headteacher

Our mission statement:

*As a vibrant learning community we choose to
Serve God
Pursue Excellence
and
Celebrate the uniqueness of each individual*

We aim to achieve this mission by:

- providing a learning experience which enables our pupils to grow in body, mind and spirit
- providing a learning environment which is ordered and disciplined
- encouraging and recognising positive progress, attainment and behaviour both within and beyond the curriculum
- having high aspirations and high expectations from all, confident that everyone can experience success

Job Purpose

To be an effective Examinations Officer / Data Manager who supports all pupils *'to be the best that they can be'*.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general frame work and character of the post as identified below.

Accountabilities:

- To support the Christian distinctiveness of the school, taking an active part in the spiritual and worshipping life of this Church of England High School including joining Worship itself.
- To seek at all times to assist the school in the achievement of its aims, at all times supporting its Church of England foundation.
- To prioritise safeguarding and promote the welfare and wellbeing of the pupils in school.
- To strive at all times to behave in a professional manner and comply with the Code of Conduct for Staff (Staff Handbook), e.g. dress policy, confidentiality, propriety and behaviour.
- To actively support and engage with whole school policies and procedures. etc.

- To ensure compliance with expectations in relation to GDPR and digital usage.
- To attend skill training and participate in professional development as required.
- To attend staff training/meetings as appropriate including occasional school management meetings, SLT meetings and Governor Meetings.
- To carry out other duties as may reasonably be required by the Headteacher or other members of the Senior Leadership team.

Exams

- Responsibility for the administration and organisation of public examinations for the school and for the management and maintenance of associated school data.
- Liaise with Curriculum and Subject Leaders in finalising student entries, ensuring timely return of disseminated paperwork.
- Responsible for the submission of examination registrations, entries, forecast grades, coursework and non-exam assessment marks for external exams to the Awarding Bodies for all public exams.
- Collaborate with the SENDCo in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented.
- Arrange for all external examinations, including rooming, timetabling, deployment and management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary.
- Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines.
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations.
- Check, pack and arrange the despatch of all external examination papers by relevant authorised means.
- Ensure exams are conducted to the standards required by the JCQ.
- Be responsible for the daily running of public examinations including seating plans, candidate numbers and also organising all requirement of any practical exams.
- Inform the relevant staff about arrangements that need to be made for furniture set up in the sports hall and/or other examination rooms.
- Ensure pupils are briefed each year on examination regulations, systems, procedures, and conduct.
- To collate and distribute statements of entry to students and exam timetables.
- Monitor exam attendance and take appropriate action in liaison with pupil managers.
- Arrange reviews of marking, reports and enquiries about exam results with the awarding bodies; manage access to script requests and to ensure information on all these services is made available to staff and pupils in line with JCQ regulations.
- Provide relevant statistics on examination entry and examination results to the Senior Leadership Team (especially on the day of restricted release of results) and to other colleagues as required.
- To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season.
- To ensure release of exam results, deal with queries and requests for reviews of marking, distribution of exam certificates.
- To liaise with the Finance Department as required.
- To assist with the administration of internal examinations.

Reporting / Tracking / Data and Assessment

- Work with SLT in setting clear and workable deadlines for collection of report information and to meet all deadlines
- Manage and oversee the distribution of pupil reports
- Provide summary analyses and data on pupils on request from Curriculum leaders, Pupil Managers, SLT and SENDCo
- Pupil data (SIMS / Synergy) and reports

SIMS and other ICT software

- Lead and manage the SIMS pupil database ensuring accuracy and security of data
- Management and input of external GCSE data and facilitate exams results day.
- Accountable for the management and development of SIMS Assessment Manager
- Manage and develop pupil tracking systems and facilities subsequent monitoring of pupils and specific pupil groups e.g. pupil premium
- Support and improve the use of SIMS, Synergy, CPOMS or other software by all staff
- Design and set up complex templates for each reporting session ensuring correct data fields are inserted into report templates

SISRA Support - In collaboration with the Senior Assistant Headteacher (Data) to:

- Manage and maintain the SISRA analytics package providing key data support and guidance for staff
- Produce timely and accurate reporting from SISRA for SLT
- Oversee the implementation and management of the SISRA observe teacher database providing confidential support to senior leaders
- Provide target setting information and examination performance reports utilising SISRA

Data Inputting and Data Sharing - In collaboration with Senior Assistant Headteacher (Data) to:

- Implement an effective target setting process in line with statutory requirements.
- Explore and develop other software applications to facilitate school systems as the need arises.
- To be responsible for all data collection required by external bodies.
- To be responsible for the transfer of data to other schools e.g CTF files
- Complete statutory returns eg. DfE, Pupil Census, School Workforce Census, CTF files

