



# Exams and Data Administrator Candidate Pack



Part of the

**Oak**



Learning Partnership

# Exams and Data Administrator

## Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining our wonderful community at Crosshill School. We are a forward-thinking, inclusive, and successful school dedicated to supporting children with special educational needs. Our school is a place where every child is valued, supported, and empowered to achieve their full potential.

We are seeking to appoint a highly organised and detail-oriented Exams and Data Administrator to support in managing all aspects of the school's assessment and exam processes. This key role involves liaising with exam boards, coordinating student entries, and ensuring the smooth administration of both internal and external examinations. The successful candidate will also be responsible for maintaining accurate data, organising invigilation, and communicating effectively with students, staff, and parents regarding exam procedures and results. If you have strong administrative skills, a keen eye for detail, and the ability to manage multiple tasks efficiently, we would love to hear from you.

At Crosshill the 'family' feel of the school is vital to our success and lies at the heart of all we do. We pride ourselves on creating a supportive and inclusive environment where each student can thrive. Our dedicated staff work collaboratively to deliver individualised education plans tailored to the unique needs of every child.





# Exams and Data Administrator

## Welcome from the Headteacher

At Crosshill, we deeply value the positive relationships between staff, students, parents, and carers. Our welcoming environment ensures that students feel valued and trusted as individuals, fostering mutual respect throughout our community. We are committed to offering outstanding opportunities for all our students, empowering them to reach their full potential. Through excellent teaching, personalised support, and an inspiring curriculum enriched with the latest technology, our students overcome diverse learning difficulties and additional challenges, growing in confidence to become successful, caring individuals ready for adulthood.

Our mission is to enhance the life chances of every young person at our school, providing opportunities for achievement beyond expectations, regardless of background, need, or prior attainment. By joining our team, you will become part of a supportive team of professionals dedicated to making a positive difference in the lives of our students and their families.

If you have any questions or would like to arrange a visit to our school, please do not hesitate to contact us on 01254 667713 or by e-mailing [info@crosshill.blackburn.sch.uk](mailto:info@crosshill.blackburn.sch.uk) to arrange an appointment.


As you consider this exciting opportunity, I invite you to explore our website and learn more about our ethos, values, and the wonderful work we do here at Crosshill. [www.crosshillblackburn.co.uk](http://www.crosshillblackburn.co.uk)

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

We look forward to receiving your application and learning more about how you can contribute to our school community.

**Miss Nicola Pemberton**  
**Headteacher at Crosshill School**





**"Pupils love coming to Crosshill Special School. They smile as they arrive in the morning and they are eager to start their lessons. Pupils behave exceptionally well throughout the day. They are highly respectful to one another, staff and visitors."**

Ofsted Report, November 2021

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Crosshill School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

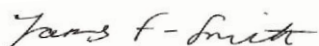
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
**[www.oaklp.co.uk](http://www.oaklp.co.uk)**



**James Franklin-Smith**  
**CEO of Oak Learning Partnership**



[oaklp.co.uk](http://oaklp.co.uk)





**"Pupils and students said that the school is a happy and safe place because staff work hard to make it that way."**

Ofsted Inspection,  
November 2021.



# Exams and Data Administrator

**Salary:** Grade E, SCP 9 – 15, actual pro rata salary £12,593 - £13,873

**Hours:** 20 hours per week, Mon -Fri with flexibility to working hours, term time only plus two additional weeks (one week for inset days and one week to be worked during periods of school closure).

## Job Description

**Normal place of work:** Crosshill School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 20 hours per week, Monday to Friday with flexibility to adjust hours as needed.

Term time only plus two additional weeks (one week for inset days and one week to be worked during periods of school closure).

**Responsible to:** Assistant Headteacher

### PURPOSE OF THE POST

- To provide personal, administrative, organisational and strategic support to the Assistant Head
- To manage and take full responsibility for practical and procedural knowledge of the assessment programme on the school's MIS system
- Answer and respond to telephone calls for Data and Assessment Co-Ordinator

### EXAM RESPONSIBILITIES

- To be responsible for all Exam policies and protocols, updating them accordingly and in line with regular JCQ updates.
- To act as a central point of contact for all matters relating to Mock GCSE exams and public exams.
- To be responsible for checking all exam entries and ensure accuracy.
- To input data for student exam entries.
- To be responsible for all correspondence with exam boards.
- To liaise with exam boards with regard to the administration of entries, coursework requirements, the conduct of exams and exam results.
- To liaise with the Assistant Headteacher with regard to any special requirements for students undertaking exams and to ensure that exam boards are made aware of these requirements to ensure appropriate provision is made.
- Ensure that effective communication procedures are in place with students, parents, teaching staff and the Headteacher to deal with all enquiries regarding exam entries, timetables and results.
- To be responsible for organising the invigilation of exams including the recruitment and training of external invigilators and the production of invigilation timetables.
- To produce a schedule of rooms to be used for exams and to ensure these rooms are set up appropriately in line with exam board requirements.
- To produce student seating plans for the main examination hall and other rooms where exams are taking place.

- Ensure all necessary stationery and materials are available.
- Ensure the correct number of exam papers have been received and be responsible for the storage and security of the papers and completed exam work as necessary.
- To arrange the distribution of exam papers on the days exams are taking place.
- To produce guidelines on exam procedures and conduct, disseminate to staff and students.
- To meet and liaise with exam inspectors.
- Collect completed exam papers and prepare for postage.
- To oversee the downloading of public exam results on the day before they are released to students.
- To distribute the exam results from the school office.
- To check student's exam certificates when they arrive from the exam boards and ensure they are ready for distribution.
- To keep up to date with changes in exam regulations.
- Liaise with students regarding the accuracy of information provided to Exam Boards for exam entries; ensuring students are aware of the Exam Board requirements regarding their conduct during exams.
- Conduct any initial investigations required by exam boards in the event of maladministration or malpractice.
- Liaise with students and parents in respect of appeals and result enquiries.
- Assist with the production of the Awards Evening Programme.

## DATA RESPONSIBILITIES

- To provide personal, administrative, organisational and strategic support to the Assistant Head.
- To manage and take full responsibility for practical and procedural knowledge of the assessment programme on the school's MIS system.
- Answer and respond to telephone calls for Data and Assessment Co-Ordinator
- Providing all staff with written guidance on how to access various programmes within the assessment programme.
- Liaise with MIS provider to enhance technical knowledge regarding pupil progress tracking and to disseminate knowledge gained to appropriate personnel.
- To advise the Assistant Head of new assessment packages which may improve and augment existing systems and the effective tracking of pupils.
- To provide technical knowledge, adaption, development and design on the school's MIS pertaining to assessments.
- Processing and creation of accurate, confidential data for relevant bodies i.e. Headteacher, SLT, Governors, parents, pupils, etc.
- Initiate the data aspects of the reporting process.
- To check and amend data submitted by teaching staff before collating and providing analytical information pertaining to creation of all pupil reports, including annual reports.
- To ensure the database contains accurate assessment information.
- Create and provide programmes from the school's information system which enables analysis of a confidential nature of all school results.
- Working independently and using own initiative to organise own workload to meet critical deadlines within the school calendar.
- Respond independently to unanticipated problems and situations, consulting with the Assistant Head for advice and guidance for serious problems.
- To input accurately KS2 results and baseline data for new school intake to create assessment information for their ongoing progress through the school.
- Working independently, take control and responsibility for rolling over all target grades in the MIS issuing them to the Assistant Head.
- Provide confidential and critical information on whole school overviews of target grades to Headteacher and SLT
- To undertake IT based tasks including the production of letters, reports, programmes and schedules.



- To design and produce ad hoc reports pertinent to assessment on request by members of staff.
- To type whole school documents at the request of the Headteacher.
- To provide advice and guidance to staff on matters relating to pupil tracking.
- To complete various official returns regarding [KS2/KS3/KS4](#) information.
- To complete school census.
- To deliver training on data for stakeholders.

## TIMETABLING

- Review the publication and implementation of an annual timeline and process for the development of the timetable under the direction of the AHT
- Maintain an accurate and up-to-date timetable, and related databases.

## ADMINISTRATION

- Provide cover for reception as and when required
- Undertake general administration duties, including photocopying, filing and scanning
- Minute taker in meetings.

## OTHER

- To work flexibly to meet the changing needs of the trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the School Business Manager.
- Follow school ethos and values of aspiration, integrity and resilience.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.

# Exams and Data Administrator Person Specification



CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"><li>• GCSE Maths, English and IT at Grades C / 4 or above (or equivalent).</li><li>• Experience of Excel and any other school system e.g. Arbor/SIMS</li><li>• Experience of working within Administration.</li><li>• Experience of working within a team.</li></ul>		<ul style="list-style-type: none"><li>• Experience of working within a school environment</li><li>• Experience of school data systems e.g. Arbor/SIMS</li></ul>
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL		
<ul style="list-style-type: none"><li>• IT skills including MS office and bespoke software.</li><li>• Ability to communicate verbally and in writing effectively and confidentially with persons at all levels.</li><li>• Ability to manipulate high level data for a variety of audiences.</li><li>• Ability to deal with situations under pressure in a tactful, calm and confident manner.</li><li>• Possesses good numeracy and literacy skills.</li><li>• Ability to work collaboratively and independently, understanding school roles and responsibilities.</li><li>• Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines.</li><li>• Commitment to continuing professional development.</li><li>• Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel.</li><li>• Ability to maintain strictest confidentiality and integrity at all times.</li><li>• Ability to be flexible in order to create effective solutions.</li></ul>		





**Crosshill**  
School

Prepare and flourish

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