



# Exams and Data Officer

April 2024



# NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU  
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[www.newlandschool.co.uk](http://www.newlandschool.co.uk)  
**PRIDE ASPIRE EXCELLENCE**



Headteacher: Vicky Callaghan

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Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely  
V Callaghan







# Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 695 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



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# Examination Results 2023

2023 has been a fantastic year for Newland. Despite the national issues surrounding the reduction of grades awarded to bring results in line with pre COVID grades, Newland has continued to showcase the strength in depth across all subjects.

## Key Stage 4 GCSE Results 2023

| Performance Measure      | 2023/24 |
|--------------------------|---------|
| Attainment 8 Score       | 43.6    |
| 4+ inc Maths and English | 56%     |
| Ebacc Entry              | 77%     |
| Ebacc APS                | 3.89    |



Newland School for Girls continues to provide the highest quality education for its students. 25% of all grades awarded this year were at a 7 or better and 4%, significantly higher than the national average, of all grades awarded were at the top level, Grade 9. As a school we are rightly proud of our students' achievement.







**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



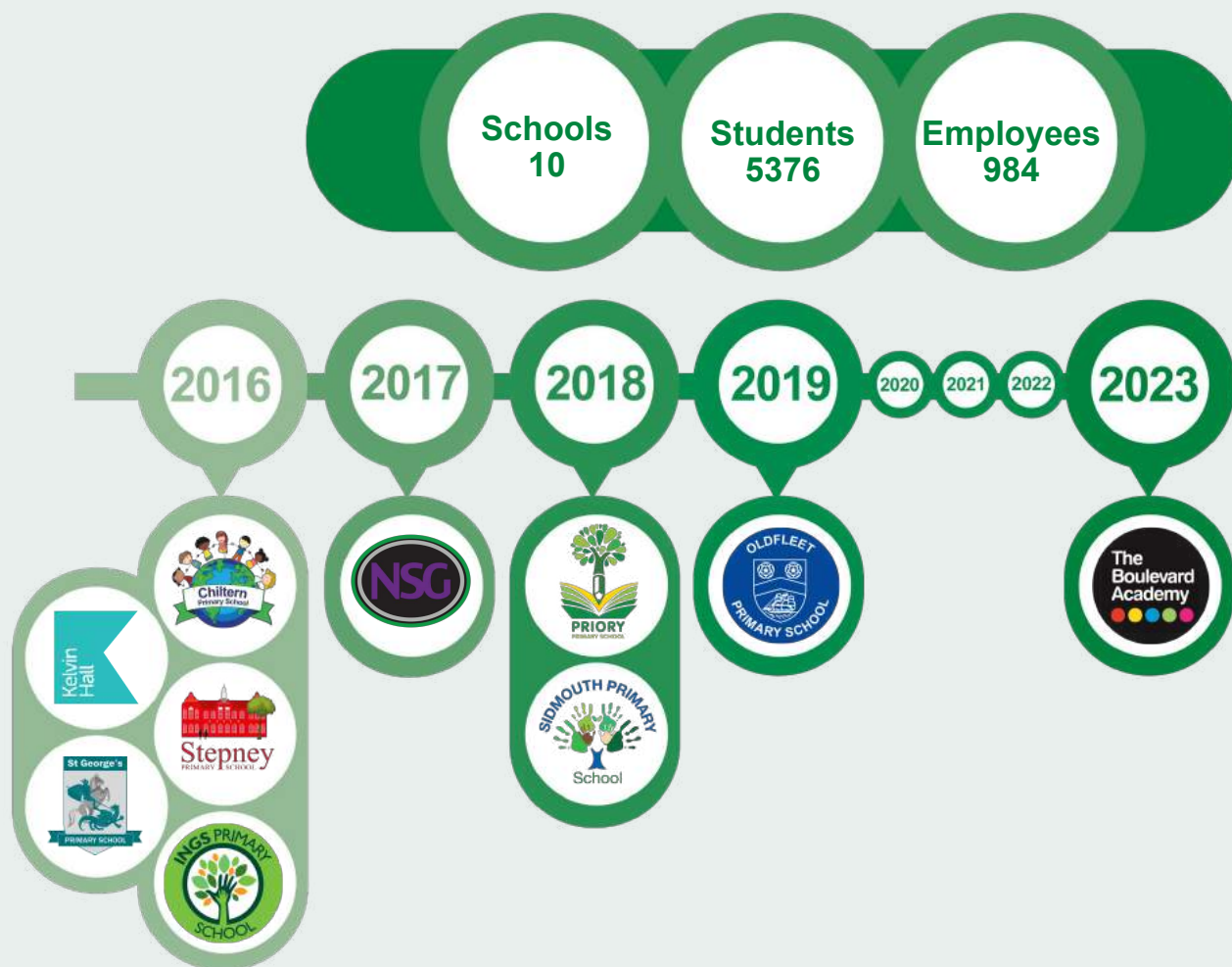
### Thrive Mission Statement *Inspiring pupils to thrive in life*

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...

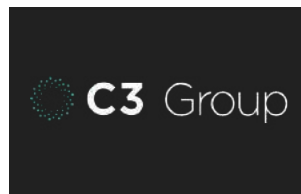


## Our Partners

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](mailto:jobs@thrivetrust.uk)



**Exams and Data Officer**  
**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**  
**Permanent**  
**April 2024 or as soon after**

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

We are committed to ensure that all of our schools have access to a high quality support services to underpin the excellent work our schools do in educating our pupils.

Required as soon as possible, an experienced administrator to provide an efficient administrative service to the Data & Examinations Team. Under the direction of the Data & Examinations 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.

The successful candidate will have;

- GCSE grade C/4 or equivalent in English and Maths
- Experience in data manipulation and analysis
- Experience of supervising and leading a team.

In addition the following qualities;

- Excellent interpersonal and communication skills
- The ability to work in a creative way, showing flexibility in unplanned situations
- The ability to work independently and use own initiative
- The ability to prioritise workload and work under pressure, without direction

The nature of the work will sometimes involve the postholder carrying out work outside of normal working hours and the school would require flexibility during the exam season.

**Closing date: Friday 08th March, 12 noon**

**Interview date: Monday 18th March 2024**

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 develop further 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.



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# Job Description

|              |                             |
|--------------|-----------------------------|
| Post Title   | Data & Exams Officer        |
| Grade        | 5                           |
| Location     | Newland School for Girls    |
| Reporting to | Data & Examinations Manager |

- To promote and safeguard the welfare of children and young people.
- Under the direction of the Data & Examinations Manager, disseminate information, respond to queries, and deal with issues regarding all data and internal & external examinations.
- Produce clear, concise and accurate information to support the Senior Leadership Team in raising standards of performance in the school.
- Download examination results and produce reports using MIS and Sisra Analytics.
- Identifying 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.
- Maintaining the security and confidentiality of 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 SLT.
- Facilitate setting up of examination rooms in accordance with JCQ regulations and coordinate rooms with the site supervision team.
- Maintain student-specific exam data with accuracy and to a high standard using the school's MIS System.
- Liaise professionally with the following stakeholders - DFE, Examinations Board, JCQ, staff, students and parents/carers. Complete planning and control of examination system to high level of audit. It is vital to ensure all controls are in place and examining Board may visit at any time to check systems and procedures.
- Make decisions on a day to day basis to ensure that examination deadlines and other requirements are met (eg. 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 own judgement as necessary and in liaison with SENCO/SLT.



- Involvement in invigilator recruitment and training. Manage and coordinate the team of invigilators to ensure exams are compliant with JCQ rules and regulations.
- Write policies relating to examinations as required by the Joint Council for Qualifications (JCQ).
- 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 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.
- Keep a record of colleagues that have failed to meet deadlines and report this to senior colleagues where appropriate.
- Production and distribution of student progress reports.
- Any other duties of a similar nature and level of responsibility as requested by the Data & Examination Manager or Senior Leadership Team. Deputise for the Data & Examinations Manager as and when required.
- Undertake Safeguarding and any other training relevant to the post.

## 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.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Responsibilities for Staff:</b>                     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsibilities for Customers/Clients:</b>         | <p>Safeguarding and promoting the welfare of children.</p> <p>To assist the Data &amp; Examination Manager to ensure that data, examination and assessment procedures are completed throughout the school in line with internal &amp; external requirements and agencies.</p> <p>The post holder will play a supporting role in providing administrative support services to the high number of students (1450), parents and staff at Kelvin Hall School.</p> <p>The nature of the work will involve the postholder carrying out work outside of normal working hours and must be flexible during the exam season.</p> |
| <b>Responsibility for Budgets/Financial Resources:</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsibility for Physical Resources:</b>          | Maintain the security and confidentiality of all data, examination papers, and results under GDPR regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



|                                                           |                                                                                                                                                                                          | E | D | How Identified        |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----------------------|
| <b>Qualifications</b>                                     | GCSE Grade C/4 (or equivalent) in English and Maths                                                                                                                                      | ✓ |   | C                     |
| <b>Relevant Experience</b>                                | 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                                                                                                                                            |   | ✓ |                       |
| <b>Skills &amp; Abilities</b>                             | 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                                                                                          | ✓ |   |                       |
| <b>Knowledge</b>                                          | 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                                                                                                                  | ✓ |   |                       |
| <b>Interpersonal/ Communication Skills: Verbal Skills</b> | Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people                                                       | ✓ |   | AF, I, R              |
| <b>Personal Qualities</b>                                 | Commitment to their own on-going professional development and learning, and to the regular training/development of their team                                                            | ✓ |   |                       |
| <b>Disclosure &amp; Barring Service</b>                   | The successful candidate's 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 our website and should be returned to [people@thrivetrust.uk](mailto:people@thrivetrust.uk) by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact Pip Haslam-Siddy via email on [haslam-siddyp@thrivetrust.uk](mailto:haslam-siddyp@thrivetrust.uk) if you would like to arrange a visit to the school, please contact via email ([edwardsh@thrivetrust.uk](mailto:edwardsh@thrivetrust.uk)) or telephone Newland School for Girls 01482 343098.

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