



DATA & EXAM SUPPORT OFFICER

37 HOURS TERM TIME

+3 days during August for Exam Results.

Grade 5 - £21,064-£22,145

(Pending a pay review)

APPLICATION

PACK

Welcome to Hednesford Valley High School

Dear Applicant,

Thank you for your interest in the position of Data & Exam Support officer at Hednesford Valley High School. I am delighted that you are considering applying for a position at our school.

Hednesford Valley High School is a proud member of Staffordshire local authority. Set in the backdrop of Cannock Chase, an area of outstanding national beauty, we are a maintained secondary generic special needs school supporting 194 students from years 7-14 with a wide range of additional needs. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. We are based over two sites. Students in years 7-11 are educated at our main site on Stanley Road and our Sixth Form is based at our Sixth Form Centre at Cannock Chase High School, approximately one mile from our main site.

Further information is available on our website <https://www.hvh.staffs.sch.uk/about-us/vacancies>

Hednesford Valley High School is passionate about diversity and inclusivity and welcomes applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification.

If you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Visits to the school are warmly welcomed. If you would like to arrange a visit or to discuss the role in more detail, please do not hesitate to contact Louise Fox via email at l.fox@hvh.staffs.sch.uk

Yours sincerely



Stephen Stokes
Headteacher
Hednesford Valley High School

Salary Grade 5

The post holder is immediately responsible to: Assistant Headteacher/Exams Officer

Statement of Purpose

To support the management of data for the school, including but not exclusively assessment data. To carry out administrative duties relating to all aspects of examination entries and results, to assist teaching staff or pupils with any queries relating to examinations, to seek ways of improving quality in all aspects of the work.

Support for Data Management – under the supervision of the Assistant Headteacher

- Make data available to appropriate stakeholders at the appropriate time, e.g. parents, students, teachers, LEA, DCSF, other external agencies at the appropriate time.
- Ensure the integrity of all data held in the school.
- Ensure data is input in a consistent and accurate manner onto all data systems.
- Develop and maintain data protocols.
- Assist with the analysis of data produced, and produce reports and documentation for the Senior Leadership Team, governors or other stakeholders as required.
- Oversee and ensure that the school complies with the following legislative requirements:
 - Data Protection;
 - Copyright;
 - Freedom of Information;
 - Licensing requirements.
- Provide data and produce reports in a timely manner to meet internal and externally set deadlines.
- Produce regular reports to meet statutory requirements and deadlines.
- Ensure student reporting system is operated effectively and student reports delivered on time.

Support Examination Administration – under the supervision of the Exams Officer

- Open, sort, distribute or respond to any post received from the examination boards.
- Maintain and update the filing system in the Exam Office.
- Deal with telephone call relating to examinations.
- Collate examination entries from the teaching staff.
- Send, via EDI, exam entries and forecast grades to all exam boards.
- Update the diary and the exam board timetables with forthcoming exam dates.
- Ensure that there is a seating plan and invigilation documents for each exam scheduled.
- Assist the Examinations Manager in ensuring that the correct number of exam papers arrive in time and are securely stored.
- Order exam stationery.
- Support the Examinations Manager by checking, labelling and sealing exam papers ready for posting.
- Obtain, sort and distribute exam results to the pupils and staff.
- Take and receipt payments for examination entries or re-marks.
- Collate information for the Examinations Manager regarding internal exams
- Carry out typing when necessary for the Examinations Manager.
- Answer staff queries regarding exams and, if necessary, contact the relevant exam boards.
- Order syllabuses as and when required.
- Deal with any pupil enquiries regarding results or exam entries.
- Report to the Examinations Manager any problems with processes and to suggest improvements

Support to the Organisation

- Undertake reception duties when required, answer routine telephone and face-to-face enquiries and sign in visitors.
- Undertake more complex typing, word-processing and other IT based tasks e.g. assisting in the preparation of minutes, reports and circulars.
- Take notes at meetings.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

+

Note

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher and post holder.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Experience of data manipulation, analysis and reporting. • Proven ICT experience • Experience of working in an administration function. • General clerical/administrative work 	AF
Qualifications/Training <ul style="list-style-type: none"> • Good numeracy and literacy skills. • NVQ 3 Business and Administration or equivalent qualification in a relevant discipline. • Evidence of formal ICT training and development. 	AF
Knowledge/Skills <ul style="list-style-type: none"> • Working knowledge of relevant policies/practices and external regulations and relevant legislation. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good communication skills. • Ability to influence others. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*

WHAT CAN WE OFFER YOU:

Hednesford Valley High School recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- Excellent working environment.
- A supportive ethos and concern for the well-being of all colleagues
- Termly “Deep Work” days to support your role.
- Continued professional development opportunities.
- Pay progression and recognition of continuous service.
- Generous local government pension scheme.

Access to comprehensive and flexible Employee Assistant Programmes which include:

- Cycle to Work Schemes
- Online gym classes
- Health and wellbeing support and advice e.g., Men’s Health, Wellbeing Action Plans, Better Sleep, Relaxation and Meditation, Understanding Menopause.
- Financial advice services
- Think Well, fast track counselling service.
- Physiotherapy
- Eye-sight testing
- Retail discounts in supermarkets, high street shops, restaurants and days out.
- Free car parking
- Free staff tea and coffee
- Flexible working opportunities are available.

1. Completing an application.

- To apply for the position download the job application form from the school website www.hvh.staffs.sch.uk/about-us/vacancies and email to l.fox@hvh.staffs.sch.uk. Please note CV's are NOT acceptable.

2. Read the Job Description and Personnel Specification.

- Shortlisting is based on the criteria outlined on the Personnel Specification.
- The Specification lists qualifications, skills and qualities that are essential to undertake the job.
- It is important that you make it clear in your application how you possess these qualities.

3. Personal Details.

- Please fill in all your relevant details, using your full legal name.
- If any field is not applicable, please enter N/A.

4. Employment History

- Please provide all relevant experience you have.
- Please don't refer us to another job description even if you currently work for the council.
- We will not make assumptions about you or your abilities even if you already work for the council.
- Any employment with temporary agencies you must show the agency as the employer as well as the business where the work was carried out.
- Please also include any breaks in employment history together with the reason for the break.

5. Education/Training/Membership

- List all qualifications, including those gained overseas, stating the date and grades/levels achieved.
- Please note you will be required to produce original certificates for all qualifications listed on your application if you are shortlisted for interview.
- If essential qualifications or equivalents are specified on the Personnel Specification we will check to see if yours meet the criteria and are relevant.
- Please only list your memberships or training if they are relevant to the job.

6. Supporting Statement

- Your supporting statement of suitability of no more than two sides of A4, should demonstrate how you meet the requirements set out in the personnel specification.
- Please ensure specific examples are included.

7. References and Declaration

- For shortlisted candidates, references will be sought ahead of the interview process.
- Please include your current or most recent employer as one of the references.
- If you currently work in a school please give details of your current Headteacher.
- Email addresses must be professional emails and not personal emails
- Please check with your referees that they are happy for us to contact them.
- For graduates or people leaving full-time education please give a contact from your last educational establishment.
- Shortlisted candidates will be subject to online social media checks.
- You should carefully consider any questions seeking declaration and answer the question honestly.
- Hednesford Valley High School is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the school expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

8. Diversity & Equality Information and Data Protection

- We aim to promote equality of opportunity for all regardless of circumstances. Staffordshire County Council is an inclusive and diverse employer, where our people feel they have the opportunity to succeed and progress.
- By completing the Equality & Diversity Monitoring form you will help us to monitor our recruitment and selection procedures and eliminate potential areas of discrimination.
- Staffordshire CC is a Disability Confident Employer, who has a positive approach to employing disabled people and guarantee an interview for applicants who disclose they would like to be considered under this scheme and meet the essential criteria.

8. Diversity & Equality Information and Data Protection (cont/d...)

- If you require any reasonable adjustments during the recruitment process, be sure to include these on your application form.
- Before submitting your application, your consent will be required to hold and process your personal data.

9. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed.
- The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.
- One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.
- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

10. Visits to Hednesford Valley High

- Prior to making an application visits to our school are warmly welcomed. To arrange a visit or to speak to a member of the Senior Leadership about this role please contact Reception on 01543 423714.

Adverts will close as soon as sufficient applications have been received therefore you are advised to submit an application as soon as possible. For help please contact Louise Fox – School Business Manager via e-mail
l.fox@hvh.staffs.sch.uk

KEY DATES & INFORMATION

Vacancy Closing Date: To remain open until the position is filled.

Interviews: To be confirmed

Start Date: September 2024

We will only contact selected candidates. If you do not hear from us your application has been unsuccessful, and no further correspondence will be issued. Candidates who are shortlisted will be informed by telephone/email.

Selected candidates must be available to attend interview on the dates shown below. Further details of the interview process and arrangements will be provided to those shortlisted.

Hednesford Valley High School,
Stanley Road,
Cannock
Staffordshire
WS12 4JS
Tel: 01543 423714
Email: l.fox@hvh.staffs.sch.uk