



Co-op Academy
Grange

Exam Manager & Data Officer Candidate Pack

November 2024

Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Our vision at Coop Academy Grange is that ***'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'*** This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

Best wishes,

Sam Moncaster | Headteacher



Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job Description and Person Specification

Exams Manager & Data Officer

Salary / grade range	PO1, SCP 27-30 (actual salary £37,035 – £39,513)
Location	Co-op Academy Grange
Reports to	Campus Data Manager

Purpose of role:

- Under the direction of the Campus Data Manager, support the effective and efficient administration of external and internal examinations in accordance with relevant guidelines and regulations in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process for Co-op Academy Grange and Southfield.
- To ensure that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times; adherence to key deadlines; taking an ethical approach and working proactively to avoid malpractice among students and staff supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place. To effectively perform exam and data related tasks.

Key accountabilities (and specific duties / responsibilities):

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites).
- Manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- Ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan).
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.
- Support the Special Educational Needs Coordinator (SENCO) in implementing examination access arrangements or reasonable adjustments for eligible candidates (e.g. processing approval applications and requesting modified papers by the published deadlines).

- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/*The Exams Office* etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations or assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Support the exams manager in the recruitment, training, updating and management of a team of invigilators
- Support the exams manager in arranging the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Support the exams manager in effectively resolving exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place

- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively ensure arrangements for the secure storage and dispatch of examination scripts for marking

During examinations

- Effectively ensure the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the exams manager in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Support the exams manager in planning, preparing for, and managing the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Administer the receipt, distribution and retention of examination certificates according to the regulations

Data tasks

- Amend and update timetables- students/staff
- Update new admissions timetables-students/staff
- Update time-tabled room changes-students/staff
- To support Campus Data Manager for all aspects of data
- Ensure that all data is correct and up to date, consolidating between the MIS and any third-party systems as directed.
- Other exams/data-related administrative tasks as directed

Other duties

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Campus Data Manager/ head of centre/SLT responsible for examinations
- Other exams/data-related administrative tasks
- Manage team of Invigilators
- Carry out regular training with exams invigilators on all aspects of JCCE requirements maintain appropriate training records and databases.
- Deal with any enquiries from learners (past or present) regarding results, exam entries or historic certificate requests.
- Other administrative duties as required by the head of centre
- Deputise for the Campus Data Manager as and when required

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Contribute to Campus life and the overall vision, values and guiding principles of the Campus
- Attend and participate in training events and participate in Campus Business Team Leader meetings.
- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting any concerns.
- Carry out any other reasonable request as and when required.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)

<p>Qualifications</p> <ul style="list-style-type: none"> • A minimum of 5 GCSEs (including English and Maths, grade C/4 or above) • Level 5/Degree qualification (or equivalent relevant experience). • Considerable experience of exam entries, exam policies and procedures • Experience of word processing, spreadsheets, databases, PowerPoint and other computer-based systems. • Experience of different educational platforms related to data analysis. • Experience of using Arbor or any other equivalent Management information System-SIMs, Bromcom etc • Experience of different educational platforms related to data analysis. 	Desirable	A/I A/I A/I A/I A/I A/I
<p>Experience</p> <ul style="list-style-type: none"> • Proven record of good or better teaching • Successful leadership and management of a team • Successful experience of middle management leadership • Initiating and supporting change • Involvement in the wider aspects of school life • Has made a positive difference in current post and can demonstrate how it was achieved 	Desirable Desirable	
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • An understanding of current educational issues and their implications • Good oral and written skills • Ability to make high quality reasoned decisions based on available information • Clear expectations of student behaviour and discipline • Resilience and the ability to deal with a large volume of work and heavy demands upon time • High order administrative and organisational skills with good attention to detail • Creativity, imagination and flair • Good IT skills. • Makes an active contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals. • Organises own workload with minimum supervision and priorities to meet deadlines and meet the needs of the school/ Trust. 		

<ul style="list-style-type: none"> ● Consistently performs to the best of their ability in Application Form/ accordance with the school's policies and procedures and delivers an efficient and effective service. ● Recognises the importance of continued professional development. ● Works with integrity and professionalism. ● Flexible approach and ability to adapt to change. ● Resilience and determination. 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Commitment to the promotion of quality and high standards ● Ability to work co-operatively with a wide range of people and as part of a team ● Ability to work positively with students and demonstrate commitment to their progress and well-being ● Ability to work in partnership with Campus Data Manager and other middle and senior leaders ● Commitment to further advancement in the profession and the development of self and others ● The ability to get things done with imagination, vision and drive ● The ability to motivate others in the pursuit of continuous improvement in the context of a purposeful climate ● Command respect through example and to display firmness and sensitivity when dealing with others ● acceptance of, and a commitment to, the Trusts' policies in relation to equality and safeguarding and promoting the welfare of children and vulnerable young people. 		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

How to apply

All applications must be submitted via the Academy website:

<https://www.grange.coopacademies.co.uk/vacancies>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at recruitmentsg@coopacademies.co.uk in the first instance.

The closing date for applications is: **Thursday 5th December 2024**

Interview timetable

Interviews will take place on: **Monday 9th December 2024**

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What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

Co-op Academy Grange,

Haycliffe Lane, Bradford, BD5 9ET

grange.coopacademies.co.uk

Telephone: 01274 779662

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