Holy Cross Catholic Multi Academy Company (MAC)

Achieving together in faith

Data and Examination Assistant

Bishop Ullathorne Catholic School

Application Pack

Contents

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Data and Examination Assistant** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on My New Term. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

The closing date for receipt of applications is midnight on Monday 3 February 2025.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel

record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

Mrs Sarah Boyle
Headteacher
Bishop Ullathorne Catholic School

Job Description – Data and Examination Assistant

Job Description

Hours of Work:

37 hours per week working Monday to Thursday from 8.30am to 4pm and on Friday from 8am to 3.30pm with half an hour each day for lunch. Term time only, plus three weeks, of which two weeks are to be worked in August.

Reporting to: Assistant Headteacher with responsibility for data and exams and to the Data, Exams and Curriculum Manager.

<u>**Databases**</u>

On a regular basis liaise with Senior Staff to provide relevant data and information.

Assist the Data, Exams and Curriculum Manager with the administration and coordination of school databases including:

- Maintenance of student contact details in Arbor or equivalent software, including all required changes to be processed, data transfer between school and admissions section.

- Responsible for Arbor database year end and new set up.

- Maintain and develop information within the Assessment Manager module and other relevant systems used for monitoring student progress. Such as Key Stage results and liaise with Subject Leaders, as appropriate.

- Assist with the production of Progress Reports for students and liaising with a variety of staff to ensure reports meet strict deadlines

- Assist with managing the Year 8 and 9 option choices, including the transferring of information into the new timetable.

- Preparation of tables and data for the school academic timetable, review, update and develop systems as appropriate.

- Prepare student support plans from information given and upload the plans onto Arbor and the SharePoint student files.

- Setting up relevant groups and sets, as and when needed.

- End movement of students between groups, classes and sets.

- To ensure email group student emails are correct for each year group and are kept up to date.

Examinations

Organise the timetable of Examination Invigilators making requirements for examinations.

Under the direct management of the Data, Exams and Curriculum Manager to assist the administration of public and internal examinations

Give inset training with the Exams, Assessment examinations, as well as supervising and organising examination invigilators. INSET will be a minimum of 3 times a year.

Offer clerical support within the team.

Duties and Responsibilities

- Disseminate all information from the examination boards to relevant staff.
- Collect information from Heads of Department on examination entries for all public and mock examinations.

- Enter pupils for relevant examination using computerised entry systems.

- To assist with distributing post, when required.

- Check all entries with relevant staff and pupils.

- Administer all external examinations in conjunction with the Exams, Assessment and Timetable Manager which include:

  - checking examination papers
  - providing relevant stationery and equipment
  - producing examination timetables
  - providing place cards and seating plans
  - providing systems for checking attendance
  - making arrangements for collection and postage of scripts.

- Organise with finance the invoicing of pupils who wish to resist exams.

- Updating, recording and reporting systems - assist the Data, Exams and Curriculum Manager responsible for recording and reporting by making relevant entries onto the database and checking information, working with members of staff, checking text files and printing pupil reports.

- Start examinations when needed, including ICT based examinations.

- Any other duties deemed necessary within the role and responsibilities of the post.

Criteria	Essential	Desirable
Knowledge	Of ICT packages especially Microsoft Excel.	Of Arbor
Skills	Excellent computer skills including Microsoft Excel. Effective communication skills in order to work with external organisations, colleagues and students. Methodical and accurate approach to work.	Use of Arbor application package including Assessment Manager
Abilities	To support the distinctive ethos of our Catholic school. To understand and interpret requirements accurately, by effective researching, questioning, listening, clarification and recording of information where necessary. To use a computer for data input, calculation, retrieval, analysis, research and reporting purposes. Undertake duties in accordance with statutory requirements. To establish a good working relationship with colleagues. To use own initiative to solve problems. To learn new skills. To prioritise own workload and work efficiently under pressure. To adopt a flexible but organised approach to tasks. To work as part of a team as well as alone. To maintain confidentiality.	

Experience	Working with databases and data management systems. Experience of carrying out administration duties.	Of using Arbor Working in a school environment. Working in a school or academy's data team.
Education	GCSE qualifications (or equivalent) in relevant subjects to include English and mathematics with a minimum of Grade C/ 4 and above or equivalent.	