



# **Exams and Data Officer**

## **Recruitment Pack**

**Kirkby High School**



**MAXIMISING POTENTIAL**



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## Welcome

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Dear Applicant,

Thank you for your interest in the Exams and Data Officer position at Kirkby High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic.

We are proud of our school's success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

You will find a school tour depicting the school environment on our website and an electronic version of the school prospectus and the recent Ofsted inspection. I hope they assist you in building a picture of the school.

If you have any specific queries please contact my PA, Jo Barrett [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs R Conefrey  
Headteacher, Kirkby High School



# Kirkby High School

Kirkby High School is a vastly improving 11-16 mixed comprehensive of around 955 students where we continually strive to provide the highest standards for our whole school community. All staff at Kirkby High School fully embrace our philosophy: “A community that believes in top class teaching and a pastoral care system that is second to none ensures that we prepare our young people for a bright and optimistic future, filled with opportunity”.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students’ self-belief and to show them that they can be what they want to be.



# The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary schools. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension  
(Teachers Pension or Local Government)

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



# Job Description

## EXAMS AND DATA OFFICER

Reports to:	Designated member of SLT
Location:	Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP
Salary:	NJC scale points 12 – 17 (pro-rata) £22,183 - £24,491 per annum pro rata (actual £19,623 - £21,665)
Hours:	36 hours per week / 46 weeks per year

### Exams

- All administration relevant to aspects of external examinations, including:
- All entries and amendments & dealing directly with exam boards regarding queries
- Re-marks
- Opening and checking exam papers when received
- Checking correct preparation of rooms prior to exams
- Access arrangements – applications, arrangements during exams
- Checking all completed exam scripts and responsible for collating and posting to individual markers.
- Checking certificates are correct upon receipt, collating these & preparing for presentation evening.
- Contacting and deploying exam invigilators.
- Establishing availability of exam invigilators
- Organising & printing timetables for exam invigilators for all exams.
- Completion of timesheets for exam invigilators
- Liaison with SLT member responsible for examinations
- Liaison with teaching staff re any queries relevant to exam entries, and forecast grades
- Liaison with students re exam timetables & any queries and coursework.
- Preparation of exams – seating plans, equipment, notices in rooms
- To be in school day prior to GCSE results day and results day

### Assessment, Reporting and Data

- Input and extraction of data from computer system including Assessment Manager.
- Production of all student reports with regard to attainment.
- Producing Analysis reports
- Producing and collating attainment certificates for students
- Using SIMS, 4matrix FFT Aspire data for information with regard to target setting and any other information required from this source.
- New intake, academic year set up and end of year procedure in SIMS.
- Coordinate and update set list information.
- Student timetable changes.
- Complete the termly school census.

### Other Duties

- Undertake reception duties, answering general telephone/face to face enquiries and signing in visitors
- Provide general clerical/admin support, for example, photocopying, filing, faxing, completing standard forms, responding to routine correspondence
- Assist with outgoing post including franking of mail and daily balance of franking machine.
- Be aware of and support difference 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 may be reasonably directed
- Participate in training and other learning activities and performance management as may be reasonably directed other duties



# Person Specification

**The successful candidate will possess:**

**Essential:**

- A high degree of organisation.
- The ability to work both as a supportive team member and under one's own initiative.
- Effective verbal and written communication skills.
- A willingness to undergo further professional development.
- An understanding of the confidentiality necessary when working with students.
- GCSE grade C or equivalent Mathematics and English Language.
- ICT Competence.
- A minimum of 2 years' experience working within an educational setting.

**Desirable:**

- High level of confidence of working on SIMS, in particular Assessment Manager and Exam Organiser modules.

# How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

Alternatively, send a hard copy to:

Mrs R Conefrey  
Headteacher  
Kirkby High School  
Bracknell Avenue  
Kirkby  
L32 9PP

Closing date for applications: 12 noon, Friday 21<sup>st</sup> January 2022





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



# KIRKBY HIGH SCHOOL



## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

BRACKNELL AVENUE,

KIRKBY, MERSEYSIDE, L32 9PP

**TELEPHONE:** 0151 477 8710

**FACSIMILE:** 0151 477 8715

**EMAIL:** [admin@kirkbyhighschool.net](mailto:admin@kirkbyhighschool.net)

### 1. POST APPLIED FOR

Post Applied For:			
School:	Kirkby High School		
As advertised in:		On date:	

### 2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	



### 3. CURRENT POST

<b>CURRENT EMPLOYER AND JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



## 5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

## 6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



## 7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

## 8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
Please indicate if you have any special requirements to allow you to participate fully in an interview.	



## 10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs?	Yes / No
If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	

## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
<b>Reference Type:</b> (Please circle)	Employer	Education	Character	<b>Reference Type:</b> (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							



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## 12. FURTHER INFORMATION FOR CANDIDATES

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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## 13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....

