



APPLICANT PACK

Examinations and Data Officer

St Patrick's Catholic College, Thornaby, Stockton on Tees

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Examinations and Data Officer.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification



Applicants should return their completed application forms to recruitment@npcat.org.uk by the closing date, **Monday 12th June 2023 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion, please do not hesitate to contact Danielle Pearson, Senior Data Analyst via email pearson.d@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	As soon as possible
Salary:	Grade H, SCP 17-20 (Actual salary £23,786 - £25,138)
Hours:	37 hours per week, Term Time Only plus 2 weeks
Contract Type:	Permanent
Location:	St Patrick's Catholic College, Baysdale Road, Thornaby, TS17 9DE

St Patrick's Catholic College is part of the Nicholas Postgate Catholic Academy Trust, a family of 38 schools, and a vibrant Sixth Form College. With 12,300 students and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

We are looking to recruit an enthusiastic, highly motivated individual to manage the processing of all internal and external examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications. The successful candidate will also support the utilisation of the school's MIS and assist with data reporting.

The Trust offers:

- A strong, supportive ethos
- Happy, enthusiastic and friendly pupils
- Highly experienced and talented colleagues
- Excellent professional development and progression opportunities across our 38 schools
- Supportive Trust board, governors and parents

Closing date: Monday 12th June 2023 by 9am

Interviews: week commencing 12th June 2023

Refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Role Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Examinations and Data Officer

Responsible to: Trust Senior Data Analyst

Grade: H SCP 17-20

Job Purpose:

- Liaise with all stakeholders to ensure that all aspects of the day to day organisation of the examination boards requirements are fully complied with to enable the centre to maintain its examination status.
- To manage the processing of all internal and external examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications.
- To ensure that Trust data policies and protocols are implemented effectively at school level
- To support the utilisation of the school's MIS and assist with data reporting.

Main responsibilities

Focus of the Role:

- To work with Senior Leaders in the detailed day to day administration of all matters relating to the preparation, planning execution and conclusion of internal/external examinations and data collection/entry for assessment.
- To be responsible for the complex timetable for the wide range of examinations.
- To ensure that Trust data policies and protocols are implemented effectively.

Examinations Operational Responsibilities:

- To be familiar with the Exam Board, JCQ regulations and remain updated on changing regulations in order to develop and maintain the school's examination policy accordingly.
- To liaise with Examination Boards in respect of the administration of entries, coursework requirements, the conduct of examinations and examination results.

- To liaise with the SENCO regarding candidates with SEN; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any pupils sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation.
- To be responsible for the safekeeping and confidentiality of exam papers and completed examination work.
- To liaise with teaching staff on student choice of entry to internal and public examinations.
- To ensure the accuracy of information provided to Exam Boards for examination entries, ensuring that pupils are aware of the Exam Boards requirements regarding their conduct whilst sitting examinations and the appeals and results enquiries process.
- To seek to find suitable solutions to issues/problems raised by teachers, pupils/parents relating to examinations.
- Ensure that effective communication procedures are in place with pupils, parents, SLT and teaching staff in respect of examinations.
- Produce an overall examination timetable for all internal and external assessments and distribute them to students.
- To utilise the Arbor exams module effectively for all internal and external assessments and examinations.
- To identify any recommendations for improvements or modifications in the examination system and accompanying procedures.
- To assist in overseeing internal and external examinations and to give advice as required regarding JCQ regulations to curriculum leaders and invigilators during the exams cycle.
- To liaise with estates and facilities staff to prepare the site for examinations.
- To create seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance with statutory guidelines as well as managing the entry and exit of pupils into examinations.
- To be responsible for day to day supervision and training of clerical support and invigilators for exams, in respect of exams administration in line with JCQ guidelines.
- To download and import results files into Arbor in August when results are released and to prepare, distribute the results on results day and deal with any queries from stakeholders.
- To collate and prepare certificates for distribution to pupils.
- Provide statistical information regarding examination entries/results as required, including analysis where necessary.

Data Operational Responsibilities:

- Liaise with data and assessment lead to complete tables checking for external exams.
- To complete ad hoc data analysis requests, support with queries relating to data entry and assist in the creation of custom reports in Arbor.
- Produce reports to parents in accordance with the Trust reporting policy.
- Liaise with Trust data quality leads to ensure accurate and up-to-date data at school level.
- To oversee the school's assessment calendar to ensure data capture deadlines are being adhered to by all staff.
- Liaise with the trust to create and maintain marksheets.
- To leverage Trust systems and reporting platforms to support teachers and senior leadership where required.
- Prepare and complete information and data for Statutory Returns, eg. School Census.
- To undertake any other administrative tasks appropriate to grade, as delegated by Senior Leaders, including word-processing, data entry, filing, telephone and reception duties.
- To attend any meetings, training or development opportunities as required by the post.
- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

Contractual Employment:

This role requires presence in August for examination results days (GCE and GCSE).

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to 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. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

This Job Description may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:

- (i) Equal Opportunities*
- (ii) Health and Safety*
- (iii) General Data Protection Regulations (2018)*
- (iv) Safeguarding*

Person Specification

Stage	Essential		Desirable	
Qualifications	E1	Nationally recognised qualifications: minimum of 5 A* – C grades include English and Maths or relevant Level 3 (NVQ) qualification or experience in a relevant discipline	D1	Experience of further relevant professional development.
Professional Skills and Experience	E2	Advanced capability in using Microsoft Office.	D2	Knowledge of working within a school environment.
	E3	Competency in using spreadsheets and databases.	D3	Knowledge of examinations.
	E4	Using a school management system.	D4	The ability to analyse data.
	E5	Having worked within an administration environment.		
	E6	Use of an examinations module.		
	E7	Experience of managing workloads, supervising staff and working as part of a team.		
	E8	Knowledge of functional procedures and regulations.		
	E9	An ability to communicate effectively with staff, pupils, parents and the general public.		
	E10	An ability to work autonomously and as part of a team with the minimum of supervision.		
	E11	Proven ability to form good interpersonal relationships.		
	E12	Strong organisational and record keeping skills.		
	E13	Good time management.		
	E14	The ability to prioritise duties in order to meet deadlines.		

	E15	The ability to work calmly under pressure.		
	E16	Ability to plan, prioritise and balance conflicting demands whilst working under pressure and to tight time scales.		
Knowledge and Abilities	E17	The ability to work effectively and sensitively with a range of groups and individuals, whilst pursuing agreed aims.		
	E18	An ability to communicate effectively with a wide range of people and groups.		
	E19	Good degree of skill in communications, verbal and written.		
	E20	The ability to use ICT for personal and professional use.		
	E21	Actively promote the vision and beliefs of the school.		
Personal Attributes	E22	Professional conduct and attitude.		
	E23	An enthusiasm for working in a school environment.		
	E24	An eagerness to gain experience, expertise and personal development through this post.		
	E25	A willingness to contribute to the life of the school.		
	E26	Flexibility.		
	E27	Confidentiality.		
Other Requirements	E28	Professional appearance and demeanour. Excellent role model.		
	E29	Working outside of school hours will be required.		

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to:

recruitment@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a **Rehabilitation of Offenders Disclosure Form**.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Danielle Pearson via email pearson.d@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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