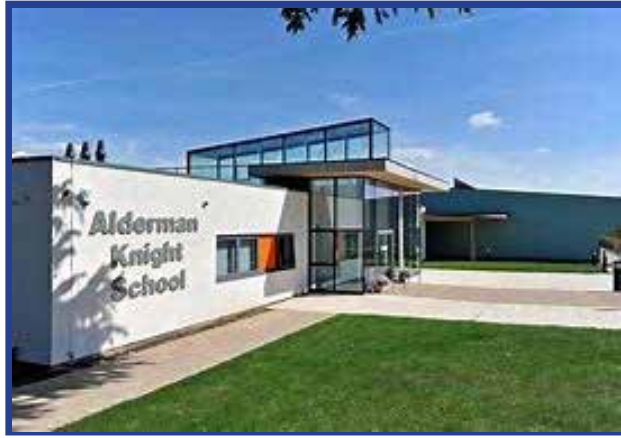


Candidate Information Pack Data & Exams Assistant



Closing date 14th July 2024

Start date - September 2024



Alderman Knight is a remarkable school with a very strong school community. Working together we have achieved outstanding judgements in our last four Ofsted inspections, the last of these being in April 2024. Please [click](#) to read our latest inspection report.

Alderman Knight is a maintained special school for children and young people with a range of needs, aged 7 to 19. During the last 13 years the school has undergone a complete new build for all phases and we are lucky enough to have a truly exceptional learning environment.

We are expecting approximately 230 pupils to be on roll and almost 100 staff in September 2024. Please review the school website as this provides a wealth of information about the school including the Post 16 provision.

Everyone at Alderman Knight works exceptionally hard as we are all committed to ensure the provision offered gives our young people an enriched and extended curriculum, tailored to their individual needs.

Each of our pupils and students are supported to achieve their learning potential as well as develop their self-esteem and confidence. The environment we have created allows them to feel safe and happy to learn, and as a result they flourish.

Alderman Knight School is a very special place to work. If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

Best wishes

Clare Steel

Clare Steel
Headteacher





Closing Date: 14th July 2024

Interview date: TBC

Data & Exams Assistant

Start date: 1st September 2024

Salary: Grade 6 Point 15 to 20 £27,803 - £30,296 pro rata

Hours: 24 Hours per week, term time at 38 weeks + Inset days

Contact: Permanent

To support the continuing growth of the school and the very wide range of accreditations offered to our pupils and students, the Governors are looking to appoint a member of staff to work alongside and assist one of our senior support staff. Although the title is 'Data and Exams' assistant, the breadth of the role extends beyond this.

The person appointed will support with a variety of tasks including those related to the smooth day-to-day management of pupil and staff timetables and visitors to school. It is an interesting and varied post.

We require someone who can work effectively and efficiently under direction and pressure. Accuracy and attention to detail is also crucial in this role as is the ability to work on own initiative, produce work of the highest standard and meet deadlines. The hours are 24 per week and these can be worked flexibly but will be agreed with the Data and Exams manager. It is possible some may be worked at home but this will be dependent on time of year and work that needs to be done.

We do feel this a great opportunity for a highly organised person to play a key role in ensuring the smooth running of both external and internal exams as well as a range of other day to day activities of the role. Ideally we wish to appoint someone with experience of the exam process within a school setting and additional knowledge and understanding of access arrangements would be welcomed. Excellent ICT, literacy and numeracy are essential.

At Alderman Knight we try to ensure all staff can work to their strengths. However, it is important to us that all our staff feel confident in their roles and also in providing general support to our pupils, students and staff on a daily basis, outside their key role. Therefore, we provide plenty of opportunities to help develop knowledge and skills, through the provision high quality CPD.

So, if you are looking for a new, exciting and immensely rewarding role, please have a look at what we can offer – we might just be that next step in your career, that you are hoping for!

Obviously, a visit to our school and an opportunity to meet our children and staff is the best way to find out more about us and whether this could be the post for you. If you would like a visit to school, we will try our best to accommodate you.

Please contact hr@aldermanknight.gloucs.sch.uk with your request.

The job description gives an overview of the main purpose of the role and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that we require for the post.

If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / employer.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out social media checks on any person short- listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found within the Eteach advertisement and on the Vacancies page of our website for you to read.





Job Description

Post title:	Data & Exams Assistant
Salary:	Grade 6 Point 15 to 20 - £27,803 - £30,296 pro rata
Hours:	24 Hours per week, term time at 38 weeks + 5 days during the Summer break
Contract:	Permanent
Reporting to:	Data & Exams Manager

Main purpose

To assist the Data & Exams Manager, who is responsible for the organisation and smooth running of both internal and external examinations; assist with inputting and reporting on the pupil assessment data; Assist with the compilation of the whole school timetable, both for pupils & staff; assist in providing relevant and accurate data to the Senior Team, for distribution with the whole school community.

DUTIES & RESPONSIBILITIES

Exam Planning and organisation

- Build up an understanding of the regulations and requirements of all examinations held by the school, both internal and external.
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these.
- Assist in managing arrangements for the safe and secure receipt, checking and storing of examination papers and materials.
- Assist with the receiving and distributing exams office post, ordering stationery, managing invigilator exam packs and ensuring administrative arrangements in the exams office are well organised, including comprehensive filing systems.
- Work with the staff and pupils / students to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils.
- Assist with the registration of candidates for all examinations.
- Assist with the creation of exam timetables.

Exam management

- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
- Facilitate set up of exam rooms in accordance with JCQ regulations along with premises team.
- Assist in the logistics for examination sessions, including timetabling, room booking, resources and staffing.
- Administer school examinations in support of the Examinations Manager in line with JCQ regulations and exam board procedures.
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.
- Take delivery of, prepare and issue written examination papers to exam rooms, including associated paperwork.

- Carry out necessary administrative tasks related to the organisation of examination sessions.
- Co-ordinate packing of completed exam papers for dispatch to exam boards within JCQ deadlines.
- Support Staff & Pupils / Students to implement access arrangements and reasonable adjustments as required.
- Co-ordinate exam board procedures for outgoing and incoming coursework.
- Plan and record exam cycle key dates and deadlines via outlook and the school calendar.
- Assist with the arrangements for the safe and secure storage and dispatch of completed examination papers.
- Assist invigilators on exam days and monitor exam rooms around the school site.
- Invigilate exams when required.

Results

- Assist in making arrangements for sharing results with students (e.g. results day).
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate.
- Assist in the arrangements for the receipt and distribution of examination certificates to candidates.
- File and track certificates including the co-ordination of certificate issue sessions.
- Assist in the retention of results, including certificates, for the school's records.

Data Management Planning and organisation

- Assist the Manager with preparing all school timetables.
- Assist the manager with the day to day lesson cover arrangements.

Training and development

- Undertake relevant training and CPD as appropriate for the role.
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate.
- Undergo exam officer and invigilation trainings in line with the JCQ regulations and 'The Exam Office' portal.

The Data & Exams Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Data & Exams Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

July 2024

Person Specification

	Qualities
Experience, Qualifications and training	<p>Essential</p> <ul style="list-style-type: none"> GCSE or Equivalent passes at Grade 5 or above in English and Mathematics (Literacy and Numeracy). <p>Desirable</p> <ul style="list-style-type: none"> To have already completed Exams Officer Training. Experience of Access arrangements.
Experience	<p>Essential</p> <ul style="list-style-type: none"> Working in a school/college. Working with confidential and/or sensitive materials. Managing time and workload to meet deadlines. <p>Desirable</p> <ul style="list-style-type: none"> Administration of public examinations and accreditation procedures. Complying with statutory regulations set by external bodies. Using a management information system (MIS) SIMS/Arbor. Inputting data onto a database or spreadsheet to a high level of accuracy. Administration quality assurance systems.
Skills & Knowledge	<p>Essential</p> <ul style="list-style-type: none"> High standards of communication (verbal and written). Polite and effective interpersonal skills. A good working knowledge of common IT systems, e.g. Microsoft MS Word and Excel. <p>Desirable</p> <ul style="list-style-type: none"> Knowledge of working with awarding bodies and regulatory organisations, e.g. JCQ. Knowledge of the administration of examinations.
Time management & Planning	<p>Essential</p> <ul style="list-style-type: none"> Work flexibly and quickly under pressure. Work across multiple projects and deadlines. Follow policies and procedures set by the school and external agencies. Manage time effectively, organise & prioritise workloads to ensure objectives are fulfilled whilst working under pressure. Operate as part of a team or individually as a required. Be an excellent and effective communicator with staff and students. Be flexible around exam periods.
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> Be organised. Keep calm under pressure. Work well in a team, and independently.



Mission Statement:

“Learning and Achieving Together”

Vision Statement:

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

The Aim of the school:

‘To provide a supportive learning community that enables all children to thrive’

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.

Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project, Knight View was completed ready for September 2021. The learning and working environments are second to none.



Contact Details

Alderman Knight School
Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ

Main Reception - **01684 295639**

Email - hr@aldermanknight.gloucs.sch.uk

Website - www.aldermanknight.gloucs.sch.uk

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/data--and--exams-assistant-1434379>

To contact Alderman Knight School to arrange a visit or for further information please email:

hr@aldermanknight.gloucs.sch.uk