

Data and Exams Officer

Candidate Information Pack



CANDIDATE INFORMATION PACK



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ



INTRODUCTION

From the Chief Executive Officer

Dear Applicant

The Trust's main objectives are encompassed in its vision statement, which is: Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially. We know the key to our success is ensuring that we recruit the highest quality staff.

We are seeking an exceptional Data and Exams Officer to manage the processing of all external and internal examination procedures ensuring the smooth running of all examinations, controlled assessments and vocational qualifications. This role will also be responsible for maintaining the student data in the academy, supporting outcomes by analysing, interpreting and reporting on trends in performance. The role works closely with internal stakeholders to identify gaps in progress and attainment and to plan how to use resources effectively to close these and improve attainment and progress across the Academy. The role will also keep up to date with changes in curriculum, examinations and measures informing the Senior Leadership Team of any significant changes that impact on the local and national environment.

We are seeking candidates with exceptional ICT skills with the ability and knowledge to use Microsoft Excel at an advanced level, excellent organisational skills combined with the ability to present complex data both orally and in writing and outstanding interpersonal skills with the confidence and commitment to work effectively with all our stakeholders. Previous experience working in an education environment with school information systems and knowledge of current assessment frameworks would be desirable.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you.

In return we can offer you,

- Access to the Local Government Pension Scheme.
- Salary sacrifice schemes such as cycle to work and car leasing scheme (NHS Fleet Solutions)
- Access to free gym facilities on our Kenton School site.
- Access to a range of health and wellbeing initiatives.
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

We look forward to receiving your application.

Yours faithfully

Lee Kirtley
Chief Executive Officer



GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

Data and Exams Officer

Job Description

Pay Range: N6
Responsible to:
Operations Manager



Job Purpose

To effectively manage all examination procedures, leading in the collection, analysis, monitoring and tracking of data and assessment working with key stakeholders to improve attainment across the academy.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

Examinations:

1. Downloading and importing results files, preparing and distributing results notifications for students on results day
2. Collating and analysing results for publication
3. To produce analysis of examination results for heads of faculty
4. Collating and preparing certificates for distribution
5. Liaising with heads of faculty to collect entries for submission to awarding bodies
6. Importing base-data for examinations and vocational qualifications from awarding bodies into the academy's examinations manager and preparation of the relevant exam seasons for each academic year
7. Liaising with heads of faculty to collect and accurately enter information on courses being delivered
8. Processing entries, amendments and estimated grades
9. Liaising with estates to setup the examinations hall, preparing seating plans, place cards, notices and any other requisite materials to ensure examinations proceed in accordance with statutory guidelines
10. Preparation and development of a student handbook to include all relevant information of the exam series
11. Liaising with SENDCO on candidates with SEND; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring any students with access arrangements are catered for
12. Checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before being sent off

JOB DESCRIPTION

Key Accountabilities continued

Examinations:

13. Administration of all qualifications
14. To recruit and train exam invigilators
15. To produce and distribute an examination timetable for each season resolving any clashes
16. To develop and maintain the academy's examinations policies, ensuring they are up to date and meet the JCQ requirements
17. To meet with the JCQ inspector and ensure all the requirements are met to enable the academy to pass the inspection

Data:

1. Assist in the preparation of data for statutory returns e.g., Academy Census
2. Help maintain the progress check and reporting system in Assessment Manager
3. Create reports from the academy's IT systems for staff
4. Attend data manager meetings to keep informed of current issues in academies
5. Update Course Manager with new teaching personnel to allow access to mark sheets
6. To work closely with the Data Manager and SLT to create, maintain and adapt data collection systems and processes
7. To manage the timely and accurate entry of data relating to students and other areas required by the academy
8. To support in the development and production of student reports
9. To assist in the production of regular reports for key stakeholders relating to the progress and attainment of all year groups and identified groups
10. To ensure that all data and information is processed in accordance with Data Protection principles
11. To support the academy in continuing to develop and maintain effective and efficient systems of work
12. Provide necessary training to staff for assessment and reporting
13. To assist in the efficient use of academy systems such as RAG, progress meetings, etc.,

Data and Exams Officer

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential requirements:

1. Education and Qualifications

- Evidence of professional/administrative qualifications
- Further professional qualifications
- Evidence of study to A level (or equivalent)
- Evidence of ICT qualifications
- Evidence of study to GCSE level (or equivalent)
- A good level of literacy and numeracy (English and Maths)

2. Relevant Experience

- Experience of working directly with a school based MIS system
- Extensive knowledge and experience of dealing with a wide range of MIS requests
- Experience of gathering information and communicating data in a wide range of formats
- Ability to interpret policy/information/legislation and consistently follow academy procedures
- Demonstrate a clear understanding of data protection and GDPR requirements in an education setting
- Ability to manage systems and procedures
- Ability to liaise with external agencies such as DfE and examining bodies
- Recent experience with managing data bases
- Recent experience of school examination policy and procedures
- Recent experience of managing SIMS data bases
- Ability to work towards deadlines
- Excellent written and verbal communication skills

3. Specialist Knowledge

- Ability or potential to use and interpret data
- Ability to multi-task
- Knowledge of, or ability to gain knowledge of JCQ regulations
- Knowledge of SIMS & Capita based IT systems
- Ability to interrogate and analyse data and report it to the necessary stakeholders
- Ability to use data to track student performance
- Evidence of well-developed ICT skills including use of a range of Microsoft office software.

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Person Specification

Part A: Application Stage continued

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential requirements:

4. Other

- A commitment to professional development and training
- High, professional standards, including excellent attendance and punctuality
- Ability to promote the positive ethos of the Academy and Trust.
- A commitment to the responsibility of safeguarding and promoting the welfare of young people
- A commitment to the responsibility of Health & Safety policy.
- This role will require satisfactory clearance from the Disclosure and Barring Service (DBS)

Desirable requirements:

1. Relevant Experience

- Evidence of working in a busy demanding environment
- Experience of managing Local Authority data systems & data exchange
- A proven background in data management, involving system development and implementation

2. Specialist Knowledge

- Evidence of data use in previous employment
- Knowledge of Sims, FORVUS returns, Raise Online, FFT Live and Sisra
- Experience of reporting systems.

Data and Exams Officer

Person Specification

Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to the criteria above

Essential requirements:

1. Interpersonal Skills - Ability to:

- Act within a consistent and clear set of values
- Relate to teachers, other professionals, parents and pupils
- Work as a member of a team
- Use initiative and develop new strategies where appropriate
- Complete tasks to deadlines and expect other staff to do the same
- Remain calm and consistent under pressure.
- Be flexible, committed, reliable and approachable
- Possess high levels of honesty, integrity and an awareness of the importance of confidentiality

Desirable requirements:

- Evidence of working within a multi-agency environment
- Evidence of working in a school environment

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 Confirmation of Qualifications Medical clearance
- 6 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School
'All Different, All Equal.'

Studio West
'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Inclusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

About our Schools

Studio West



Studio West opened in 2014 as a 13-19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 548 students with a PAN of 90 and is well oversubscribed in all year-groups

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.

About our Schools

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website
www.northernleadertrust.org

Additional Information for Applicants

Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The working hours for the post are 37 per week, with current working pattern of 8 am to 4 pm Monday to Thursday and 8 am to 3.30 pm on Fridays (with a 30-minute unpaid lunch break each day).

Annual Leave Entitlement

This is an all-year-round post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.8 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.62 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Status/Probationary Period

This post is a permanent. New entrants to Northern Leaders Academy Trust are subject to a six-month probationary period.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Pay and Grading

The grade of the post is N6, equivalent to local government pay spine points 20-24, with current corresponding full-time salary of £32,597 pa to £35,412 pa.

Progression through the grade will be on 1 April annually, however where 1 April falls within the probationary period, the first increment will be payable on 1st of the month following successful completion of probation, then 1st April thereafter until the top of the grade is reached.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



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