

# CHRIST THE KING CATHOLIC HIGH SCHOOL



## DATA & EXAMS OFFICER

Salary: Scale 6

# Application Pack

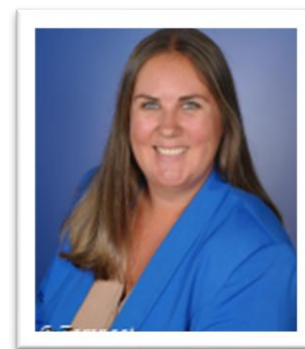


**Mater Ecclesiae**  
Catholic Multi Academy Trust



## Welcome

I would like to welcome you warmly and thank you for expressing an interest in the post of Data & Exams Officer. This is an exciting role, as from September we will be using a new system, Arbor, and your expertise will be pivotal in shaping the use of this software within our setting. At Christ the King, we believe we provide a rich educational environment for each student. We also believe that the traditional values of courtesy and consideration are essential and our community is ordered, structured and well-disciplined but within a framework of caring for each individual.



Christ is at the heart of our school. Our school motto "Love one another as I have loved you" (John,15) resonates with our distinctiveness as a Catholic school and our students are at the very heart of everything we do. We do this through our approach to modelling "THE CTK WAY" and coupling this together allows students to grow academically, socially and in their faith. The young people in our care reflect what we stand for, as one Year 10 student eloquently described 'We are a family. We are the Body of Christ'.

Inspectors noted from a recent RE and Catholic Life Section 48 report that: *'The quality of provision for Catholic Life is outstanding. The school has a distinctive and undeniable Catholic identity which is lived out by staff and students'*

**(Section 48 March 2022)**

The dedicated staff are well supported by our experienced Local Governing Body. Our aim to achieve the best possible education for all our children can only be realised in partnership with parents/carers and the community. We are always willing to meet, talk and discuss the progress of students in school to ensure the best possible education can be delivered.

A handwritten signature in blue ink that reads 'Jones'.

Mrs C Jones  
Headteacher



## Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Data & Exams Officer at Christ the King Catholic High School.

### Application

If you wish to apply, please complete your application via My New Term. Please note that only application forms will be accepted through My New Term and that you should not enclose a Curriculum Vitae.

### Closing Date

Please ensure that your completed application arrives no later than **12 noon on Friday 19 June**. We will not be able to accept applications received after the closing date.

### Shortlisting

Shortlisting for this post will take place on **Monday 22 June**. Shortlisted candidates will be informed and details of the selection process will then be updated on My New Term. If you have not been shortlisted we will inform you of this in writing shortly after an appointment has been made.

### Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place on **Friday 26 June**.

If you require any further information about this post please contact our Business Manager, Mrs A Leaver at [aleaver@ctk.lancs.sch.uk](mailto:aleaver@ctk.lancs.sch.uk).

Your sincerely,

A handwritten signature in black ink that reads 'Jones'.

Mrs C Jones  
Headteacher



## General Information

Above everything else, Christ the King Catholic High School and our faith lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos and we take pride in the impact that we have on the life chances of our students, particularly those who are the most disadvantaged by their circumstances.

We serve an area of significant social disadvantage. Around 30% of our student population is eligible for pupil premium. The overwhelming majority of students who attend our school travel by bus from inner-city social housing estates. At Christ the King we are very proud to be such an inclusive and welcoming school.

Attainment on entry is significantly below average and many of our students come from families with significant and complex needs. As a Catholic school we are extremely proud of our success in securing valuable progression routes for almost all students. A number of students access highly successful alternative provision; the large majority of them secure jobs or apprenticeships as a result.





## General Information

Since September 2022, strong governance has proved pivotal in supporting rapid improvement. Governors provide an appropriate balance of challenge and support and know our school extremely well.

When we were inspected by Ofsted in September 2022 and Inspectors highlighted several areas that needed to be developed. As senior leaders and governors we had to take strong



and decisive action to secure further improvements in safeguarding, student behaviour, their engagement with learning and the quality of teaching. As a result of our absolute determination to provide the best possible opportunities for all our students to thrive and achieve their full potential, Christ the King is a school where expectations are high, where students behave well and where the focus on learning is very strong. We are now a school of choice and the number of students on roll has increased from 297 in 2017/18 to 399 in 2022/23. In July 2023, for the first time in some years, we had a waiting list with over 20 students seeking admission into Year 7. In September 2024 our PAN increased to 100 in Year 7 and from January 2024 we became the first high school to join Mater Ecclesiae Catholic Multi Academy Trust (MECMAT).

Colleagues are uncompromising in their high expectations of behaviour, which has improved markedly in recent years. There has been a notable reduction in referrals from class. Lesson observations and learning walks show that behaviour is good. Over time the number of students excluded from school and the number of incidents leading to a period of internal exclusion have fallen, including for disadvantaged students.

Punctuality has also improved dramatically over the last three years and in September 2021 we launched a new approach to supporting students with poor attendance that has had a striking impact on overall attendance improving from 89.1% in 2019/20 to 91.78% in 2022/23. A targeted approach to address our Year 11 attendance paid dividends and was higher than the national average.



## Job Description

### *Christ the King Catholic High School*

**“Love one another as I have loved you” (John, 15)**

**We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.**

**He inspires us, as children of God, to uphold the dignity of each individual.**

**We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.**

### **SAFEGUARDING**

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB) and obtain any other statutorily required clearance.**

<b>JOB TITLE:</b>	<b>Data &amp; Exams Officer</b>
<b>ACCOUNTABLE TO:</b>	<b>Assistant Headteacher – Data, Assessment &amp; Reporting</b>
<b>RESPONSIBLE FOR:</b>	<b>Casual Exam Invigilators</b>
<b>WORKING PATTERN:</b>	<b>37 hours per week, Term Time Only plus 5 days</b>
<b>SCALE:</b>	<b>6</b>



## PURPOSE AND OBJECTIVES OF THE JOB

To develop and maintain the Management Information Systems (MIS) systems, and provide data reporting and analysis for Senior Leaders, the Governing Board and other agencies including the DfE and Local Authority.

To be responsible for the organisation and administration of all examinations, ensuring all examinations are delivered in line with Joint Council for Qualifications (JCQ) requirements.

## KEY RESPONSIBILITIES

### Examinations

- Liaison with Heads of department and Senior Leaders to ensure all pupils are entered into exams as required
- The development and circulation of examination timetables including for trial examinations
- Schedule exam invigilation for all examinations as appropriate including for trial examinations
- Work in collaboration with the SENDCO to ensure that special exam arrangements for individual students have been confirmed and provision allocated.
- Liaison with Heads of department and to collect information on courses being delivered and entries to be made, keeping clear records to ensure the accuracy of entries and accountability of all parties involved
- Liaison with all relevant examination boards and external bodies as appropriate
- Maintain examination papers confidentially in accordance with statutory requirements
- Produce analysis of external examination results
- Produce analysis of mock (PPE) examination results
- Receive and distribute all examination results to appropriate staff and students
- Organisation of GCSE and other results events, including the distribution of examination certificates
- Act as a central collator of data generated for assessment purposes
- Organise signs, seating and rooming for all examinations in accordance with statutory guidelines
- Ensure that all student data is kept up to date with relation to examinations and assessment
- Analyse data for individual departments and the whole school when requested
- Monitor assessment data input by staff
- Undertake any other duties relating to the organisation and administration for examination and assessment as requested by Senior Leaders or the Business Manager

### Data and MIS

- To identify and develop a range of data that can be used to monitor attainment, progress and behaviour throughout the school in order to raise standards
- To ensure the effective administration of student assessment data systems as per the assessment timetable including other data drops, mock (PPE) examination results and public examination results
- To plan, develop and manage the collection of data using a combination of software applications and school designed methods
- To develop and manage the school reporting system in conjunction with the appropriate senior leaders



- To organise all aspects of parent consultation meetings in conjunction with the appropriate Head of Year
- To be responsible for effective data analysis and the generation of reports for the Senior Leadership Team, Governing Committee and external agencies.
- To ensure that all student information relating to prior attainment is regularly checked and any changes made
- To obtain prior attainment data for students joining the school mid-year
- To prepare data for statutory returns e.g. Census, CES Census and DfE Checking Exercises
- To review design and implement the appropriate mark sheets for pupil tracking reports and regular reports for all year groups throughout the school
- Provide confidential, high quality, efficient and comprehensive administrative support e.g. emailing, passing messages, completing standard forms and returns, supporting with finance processes, and responding to routine correspondence including preparing whole school mailings, reports and other documents
- Maintain/collate/input a wide range of manual and computerised records/management information systems
- Produce lists/information/data as required
- To respond to the administration of new initiatives
- To undertake relevant professional development in order to successfully undertake the above duties
- To liaise with the Senior Leadership Team to produce statistical information concerning examinations, staff mark book entries and results as required

#### **GDPR**

- To adhere GDPR and Data Protection Regulations whilst maintaining confidentiality

#### **Line Management**

- Recruit, train, and line manage examination invigilators

#### **General**

- To uphold and promote the ethos of the school at all times
- Attend and participate in relevant meetings as required
- Be aware of and comply with all school policies and procedures, particularly those in relation to child protection, health and safety and security, confidentiality, reporting all concerns to an appropriate person via the correct channels
- Follow and promote relevant legislation and guidance, for example data protection, copyright law
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

Undertake any other duties as appropriate to the grade of the post as requested by the school.

***The applicant will be required to safeguard and promote  
the welfare of children and young people.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the Application Pack*



future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

## Person Specification

Christ the King Catholic High School is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment.

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Minimum 5 GCSE Grades A*-C or equivalent including English and Maths.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent organisational skills, to be able to prioritise work and meet deadlines.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent IT skills including working knowledge of Office 365, Arbor and bespoke software packages.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Data processing and management including production of reports in a standard format.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working in a related role, preferably in an education environment</li> </ul>		✓
<ul style="list-style-type: none"> <li>Good working knowledge of school specific processes and IT e.g. Examinations procedures, regulations and policies.</li> </ul>		✓
Abilities and Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>Ability to manage time effectively, organise &amp; prioritise workloads and work proactively to ensure objectives are fulfilled</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Statistical and numerical skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work to a high level of accuracy and attention to detail.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability and willingness to work cooperatively as part of a team.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Respect for the professional expertise of others.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience, where necessary, to lead on the design and implementation of processes across the school</li> </ul>		✓
<ul style="list-style-type: none"> <li>High standard of written and verbal communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to speak to a group of people and clearly communicate information</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to communicate with care and respect to students, staff, parents and carers</li> </ul>	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> <li>Commitment to personal and professional development</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent attendance record</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to remain calm under pressure.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to handle information securely and confidentially</li> </ul>	✓	



<ul style="list-style-type: none"> <li>An understanding of the needs and values of different communities, in particular the different cultures the school serves</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to carry out professional duties in a positive, helpful and courteous manner</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Genuine care for all students, especially the disadvantaged and vulnerable.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Flexibility of working hours during key periods of examinations and other key dates pertinent to the role</li> </ul>	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Commitment to equality of opportunity and the safeguarding and welfare of all students</li> </ul>	✓	
<ul style="list-style-type: none"> <li>This post is subject to an enhanced Disclosure and Barring Service check</li> </ul>	✓	



## CEO Welcome

Thank you for your interest in the role of Teacher of English at Christ the King Catholic High School, which is part of Mater Ecclesiae Catholic Multi Academy Trust.

It gives me great pleasure and excitement to welcome you to our growing, dynamic family of Catholic schools. Mater Ecclesiae is one of three Catholic multi academy trusts created by the Diocese of Lancaster to play an important part in shaping Catholic education across the Diocese.

The Trust currently consists of seven primary schools and one secondary school. In line with the Bishop's vision for schools across the Diocese of Lancaster and following a hugely successful first year, we are due to grow to 13 schools before the end of the calendar year, when we will be delighted to welcome five more primary schools into the Trust. When fully-formed, the Trust will consist of 20 primary schools and 3 secondary schools covering the Preston and rural Preston area.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

The Trust currently serves over 2300 pupils and employs over 360 staff across our schools. The context of our schools means almost half of our secondary pupils and a third of our primary pupils' experience challenges based on socio-economic and deprivation-associated factors. Our aim is to expertly deliver an ambitious Catholic curriculum that opens hearts, broadens horizons and accelerates social mobility.

The core principles of the Trust are to educate the whole person, striving for excellence and working together as 'One Family in Christ', serving others. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people develop a sense of 'compassion, confidence and community' and reach their full potential by realising their God-given talents.

Our Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. Our core values of Compassion, Confidence and Community underpin all of our relationships; between staff, pupils, families, parishes and local communities.

For more information on our Trust, please visit <https://mater-ecclesiae-trust.co.uk/>. We look forward to hearing from you.



Yours faithfully,



**Peter Duffy**

Chief Executive Officer



## Our Vision

We are **'One Family in Christ'** serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family, members of our community are loved and valued as unique individuals made in the image of God. They are respected and cherished and given every opportunity to grow together.

As **'One Family in Christ'** we embrace, celebrate and inspire our diverse communities to achieve their full potential.

## Our Values

One family in **Compassion**  
One family in **Community**  
One family in **Confidence**



# One Family in Christ



## Mission Statement

*"Love one another as I have loved you" (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.



### **CHRIST THE KING CATHOLIC HIGH SCHOOL**

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**Mater Ecclesiae**

Catholic Multi Academy Trust