

Data & Exams Officer

Recruitment Information for Candidates

Application Deadline – Tuesday 23rd August 2022



Contents

Executive Board's welcome.....	3
The Lower Academy.....	4
The Upper Academy.....	5
Job description, person specification and responsibilities.....	6-8
Application Procedure.....	9-10
Maps.....	11



Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G. Smith
Chief Executive Officer



Mrs A. Gurney
Headteacher Upper
& Lower Academies



The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Position: Data & Exams Officer

Responsible to: Academy Senior Leader

Salary Range: Band 4 FTE: £24,611 - £28,210. Actual starting salary: £20,860

Working weeks: 39 Weeks + 2 weeks (Term Time + inset + twilight) and Parent/Open Evening as required

Working Hours: 35 hours per week (Between the hours of 07:30 -16:00 Monday-Friday)

Purpose

The Data & Exams Officer will be responsible for organising and administering all aspects of both public examinations and internal examinations, including invigilator recruitment, training and deployment. The Exams Officer will need to keep up to date with examination legislation to ensure exam procedures and process are compliant. Liaise with the SENDco in relation to access arrangements for students with particular requirements.

Roles and Responsibilities

The role and responsibilities of the Data & Exams Officer

- Creating mark books on Progresso to accommodate the appropriate Subject Specifications.
- Maintaining mark books at each assessment point to allow assessment/cohort monitoring.
- Ensuring groups are registered in accordance with all relevant awarding bodies.
- Making of applications to any new awarding bodies and completion of all regulatory paperwork.
- Undertaking all examinations administration and ensuring its accuracy and submitting entries and amendments.
- Keeping up to date with JCQ and other awarding bodies' regulations and make sure all external tests adhere to these.
- Keeping up-to-date records and procedures for JCQ inspection.
- Creating schedules for all exams including internal and external written exams and on-screen tests.
- Downloading Basedata from all relevant awarding bodies and loading onto the MIS system for all external written exams.
- Timetabling and scheduling of internal written assessments.
- Creation of Basedata to enable internal assessments to be administered from the MIS system.
- Making sure all external entries are made within the relevant boards' deadlines, liaising with Heads of Faculty.
- Liaising with SLT and other schools regarding exam entries for guest pupils and transferred candidates and process these as required.
- Ensuring students with Exam Access Arrangements have the appropriate JCQ approval and make relevant applications for all other qualifications/exam boards (e.g. BTEC Firsts/Nationals, vtct, ncfе etc.).
- Placing on-time orders for all required external modified exam papers on the JCQ website and with any other awarding body.
- Making entries on the MIS for all internal/external exams, allocating seating and producing student timetables, seating plans, seating lists. Ensuring all required information, documents etc. are made available to students, parents and staff.
- Organising room use and set-up for all examinations liaising with internal staff, care takers, letting officer etc.

- Logging all exam deliveries from awarding bodies and ensuring all papers including modified copies are ready and available in time for the required exams.
- Liaising with Heads of Faculty to ensure all internal assessment papers, including modified and/or coloured copies are available as required.
- Unpacking external exam papers, organising and placing in Secure Storage.
- Producing Invigilator requirements for all exams and liaising with Lead invigilator, ensuring sufficient invigilators are present to comply with JCQ regulations.
- Together with the Lead Invigilator organise induction, training and assimilation of information to all invigilators.
- Ensuring the smooth running of all internal, external and online examinations in accordance with JCQ and the relevant awarding bodies' regulations.
- Liaising with the IT department regarding all different systems in use for on-screen testing and thoroughly testing these out prior to the scheduled exams.
- Processing all requests for Special Consideration and/ or Malpractice as required by awarding bodies.
- Maintaining records of coursework/coursework marks required for all awarding bodies.
- Entering coursework marks on the appropriate systems and advising Heads of Faculty of work to be moderated.
- Ensuring all marks and work are available from Heads of Faculty by the appropriate deadlines, and posting to moderators.
- Processing and issuing examination results to students and updating student records on the MIS.
- Processing and monitoring of all post results enquiries, communicating the outcomes to students and Heads of Faculty.
- Maintaining a checklist of BTEC registrations to ensure all students are registered. Withdraw or delete registrations when students change courses/leave.
- Producing a BTEC checklist and liaising with Heads of Faculties to ensure all required claims are made for each academic year. Sending claims to Pearson.
- Providing analysis of examination's results for staff at all levels.
- Developing and maintaining the assessment monitoring system.
- Providing reports for staff in a timely and accurate manner.

Person Specification:

Experience

Essential

- Evidence of ability to communicate effectively, both orally and in writing, to members of staff at all levels of the organisation.
- Evidence of the ability to work independently, using own initiative and be able to make decisions confidently.
- Evidence of the ability to work under pressure and be able to prioritise workload to meet external deadlines.
- Evidence of knowledge of examination boards and their administration processes.

Desirable

- Experience of presenting complex information in a clear concise manner to a variety of audiences
- Knowledge of educational systems would be of benefit but the ability to be analytical and to use initiative, and the desire to learn new systems and procedures would be equally important.
- Knowledge and experience of school information management systems would be of benefit but training for the correct individual would be provided.

Abilities, skills and knowledge

Essential

- Exceptional interpersonal and communication skills
- Ability to understand, analyse and make effective use of a wide range of data, especially focusing on detail and accuracy
- Ability to solve problems
- Energy, enthusiasm and determination
- High degree of computer literacy
- Commitment, reliability and integrity
- Creativity and innovation and the ability to solve problems
- Presence and self confidence
- Commitment to the Academy, to its ethos and to its teachers and pupils is essential

Desirable

- Cheerful manner

Education & qualifications

Essential

- Education to GCSE Level

Desirable

- ICT GCSE (or equivalent)

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Academy Support Manager Lisa Church on 01268498710 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Ms Lisa Church
Academy Support Manager
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



