



# Data & Examinations Manager



“A great school  
at the heart of  
the Burscough  
community”





Dear Applicant,

Thank you for your interest in the Data & Exams Manager vacancy at Burscough Priory Academy.

We are a small and thriving community school, within the Endeavour Learning Trust family of schools. Since joining the Trust, we have made rapid and sustained progress over the last three years, with the vision of being a 'Great school at the heart of the community.'

At our school you will find a caring, ambitious and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and outstanding pastoral care.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children. Our motto is, 'E Pluribus Unum,' which translates as 'Out of Many, One.' You will feel a distinct feeling of togetherness, working as one to make sure our children feel safe, valued and well supported.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch with our central HR team.

We look forward to receiving your application.

Yours faithfully,

Mrs L.MacLaren,  
Headteacher

## **Advert – Data & Examinations Manager**

Are you highly organised, enthusiastic and committed? Do you feel you could deliver outstanding support to a thriving Academy? A fantastic opportunity has arisen to join our school. If you have business administrative or school experience, along with a strong work ethic we would love to hear from you!

Post Title:	Data & Exams Manager
Salary:	£21,748 to £25,481
Hours of Work:	37 - Monday to Thursday 8:30am to 4:30pm & Fridays 8:30am to 4pm
Base:	Burscough Priory Academy, Burscough, L40 7RZ

Burscough Priory Academy is looking to appoint a Data & Exams Manager to manage the processing and the smooth running of all examinations, controlled assessments and vocational qualifications and to lead the processing and distribution of student related data.

The successful applicant will be a positive, flexible and motivated individual with personal drive. You will have a calm, organised nature, with the ability to work professionally to strict deadlines, responding effectively and efficiently to challenges. You will be able to communicate confidently and effectively, in varied situations. You will have the ability to work both as part of a team and independently, maintaining a positive and successful working relationship with colleagues.

### The School can offer you:

- A fantastic government pension scheme
- A caring and supportive school environment
- On-site parking
- A modern, well-resourced school
- Encouragement of further professional development
- 24/7 access to employee wellbeing package

### **This post is full time, permanent and all year round**

To apply for this vacancy please follow the link to TES and complete an application form

If you require any further about this role please contact our Central HR Team at [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) or on 01772 817904 ext. 1051

Applications should be submitted by 9am on Friday 18<sup>th</sup> March 2022

Interviews to be held on Thursday 24<sup>th</sup> March 2022

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Any relevant issue which may arise from the references will be taken up at interview.

**This post is subject to an enhanced DBS check  
Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.**

## JOB DESCRIPTION

<b>Job Title</b>	Data & Examinations Manager
<b>Grade</b>	Grade 6 SCP 11-19
<b>Salary</b>	£21,748 to £25,481
<b>Location</b>	Burscough Priory Academy, Trevor Road, Burscough, L40 7RZ Travel between locations may be a requirement of this role. Mileage will be reimbursed as appropriate.
<b>Hours Per Week</b>	37 hours per week Monday to Thursday 8:30am to 4:30pm Fridays 8:30am to 4pm.
<b>Contract</b>	Full time, Permanent
<b>Responsible to</b>	Headteacher, Trust Lead for Data & Exams
<b>Job Purpose</b>	To be responsible for the efficient and effective professional administration, organisation and management of internal and external examinations within the school. To be responsible for the management of schools assessment, reporting, recording and tracking systems.
<b>Main Activities</b>	<ul style="list-style-type: none"><li>• To lead on the development and delivery of clear data and curriculum processes and to be an efficient part of the school's team.</li><li>• To be responsible for the overall management of pupil data, assessment processes and analysis of a range of data across the school.</li><li>• To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.</li><li>• To be responsible for the efficient and effective running of the school timetable.</li><li>• Establish and maintain a central information resource in relation to student prior attainment, performance and assessment tracking data</li><li>• Ensuring pupil data is correct and up to date</li><li>• Manage pupil transfer data (including assessment data) in collaboration with the Local Academy Council, Local Authority and other schools</li><li>• Liaise with teaching staff and school leadership to prepare and maintain school timetables</li><li>• Manage assessment processes that work effectively across the school</li><li>• Oversee the analysis and reporting of key data to the senior leadership team including the tracking of pupil's results against set targets</li><li>• To prioritise workload efficiently and show resourcefulness when dealing with competing priorities.</li><li>• To manage own workload to ensure timely, accurate and consistent provision of management information is maintained to support key decision-making processes.</li></ul>
	<b>NOTE:</b> In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.
	<b>Burscough Priory Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so</b>

## Person Specification – Data & Examinations Manager

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	E	AF
NVQ Level 3 qualification or equivalent (relevant to post)	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	E	AF
Professional development relevant to post	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Successful experience of working as a Data and Examinations Manager or other administrative support role	E	AF/I
Successful experience of using an MIS	E	AF/I
Successful experience of gathering, storing and analysing data.	E	AF/I
Experience of previous work in a school environment	D	AF/I
Experience of working with or caring for children of relevant age	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Problem solve and create innovative solutions	E	AF/I
Possess excellent IT skills with sound knowledge of Microsoft software packages.	E	AF/I
Demonstrate an ability to lead and manage the work and outcomes of other people as well as working in a team.	E	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I

High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
<b>OTHER</b>		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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