

# Application Pack

## Data & Exams Admin Support Childwall Sports & Science Academy

|                                 |  |
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| <b>Start Date:</b>              | <b>01 January 2025</b>   |
| <b>Closing Date:</b>            | <b>8:00am, Monday 02 December 2024</b>                                   |
| <b>Shortlisting:</b>            | <b>Tuesday 03 December 2024</b>  |
| <b>Proposed Interview Date:</b> | <b>TBC</b>   |
| <b>Post Scale:</b>              | <b>NJC 7 - 11</b>  |
| <b>Salary:</b>                  | <b>£25,584 - £23,340 FTE</b><br><b>Pro rata salary £23,340 - £24,877</b> |
| <b>Contract Term</b>            | <b>Full Time/Term Time plus 15 Days</b><br><b>Permanent</b>              |

### HOW TO APPLY

To submit your application please use TES Quick Apply



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

*We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”.*

## We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

## Our Values

Our values guide the decisions we make every day.

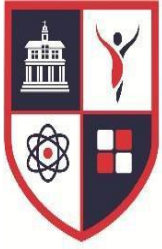
- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.
- **COMMUNICATION** - Communicate effectively and listen to one another for understanding and compassion.

## We Offer

At Lydiate Learning Trust we believe in recruiting talented, capable people and developing them to fulfil their career ambitions so that we Engage, Enable and Empower our young people. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jobs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

# Welcome



**CHLDWALL**  
SPORTS &  
SCIENCE ACADEMY

LYDIATE  
LEARNING TRUST

Dear Candidate,

Thank you for your interest in the position of Data & Exams Admin Support. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

**Ms J E Vincent**  
**Headteacher**  
**Childwall Sports & Science Academy**

**Mrs A Stahler**  
**Chief Executive Officer**  
**Lydiate Learning Trust**



## Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

## Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.

# Job Description

## Data & Exams Admin Support

|  |   |
|--|---|
| <b>Purpose</b>                                   | To support the Academy systems and processes for exams and data.  |
| <b>Reporting to</b>                              | Exams and Data Officer  |
| <b>Salary</b>                                    | NJC SCP 7 - 11  |
| <b>Contract</b>                                  | Full time/Term time plus 5 days   |
| <b>Main Duties and Responsibilities</b>          | <ul style="list-style-type: none"><li>• To work with the Exams &amp; Data Officer on all aspects of student data.</li><li>• To assist with the uploading of data on Academy achievement reporting system SISRA.</li><li>• To assist with collecting data for the Academy's assessment entry system on SIMS.</li><li>• To support the Exams &amp; Data Officer on all aspects of student reporting e.g. progress monitoring sheets after each AP point.</li><li>• To ensure that the Academy complies with the regulations of the Data Protection Act.</li><li>• To support the Academy exam entry systems.</li><li>• To assist with periodic cleansing of data on SISRA.</li><li>• To assist with retrieving prior data on students using keys to success website.</li><li>• To assist with keeping course manager up to date throughout the year.</li></ul>  |
| <b>Examinations</b>                              | <ul style="list-style-type: none"><li>• Support with whole school internal and external exams.</li><li>• Support the Exams &amp; Data Officer with examination processes as detailed below.</li><li>• Dissemination of results to staff, students and parents.</li><li>• Reading in result files.</li><li>• Organisation of seating plans.</li><li>• Vocational assessment units, vocation course registration documents.</li><li>• To promote &amp; monitor high standards of Health and Safety in the Exam Venues.</li><li>• To support invigilators when required for exam seasons.</li><li>• To attend annual invigilation training in line with JCQ requirements.</li><li>• Submit and record invigilator timesheets.</li><li>• To ensure the exam process and storage of materials are in line with current JCQ requirements.</li></ul>   |
| <b>Assessment, Reporting and Recording (ARR)</b> | <ul style="list-style-type: none"><li>• To assist with the updating and the extraction of information and reports as directed by the ARR calendar.</li><li>• To support with the setup of report templates as required in the MIS.</li><li>• To support the input of all student's prior attainment data along with the Special Educational Needs Administrator, SEN and Learning Difficulties and/or Disabilities (LDD) categories.</li><li>• To analyse and distribute student attainment data: report grades, examination results, gender information, student groups for use in target setting, prior attainment information, Ofsted analysis, etc.</li><li>• To assist in producing and importing student targets for KS3 and KS4 in line with the academy target setting procedure.</li><li>• To assist the import of KS5 targets. To assist with the updating and the extraction of information and reports as directed by the ARR calendar.</li><li>• To support with the setup of report templates as required in the MIS.</li><li>• To support the input of all student's prior attainment data along with the Special Educational Needs Administrator, SEN and Learning Difficulties and/or Disabilities (LDD) categories.</li></ul> |
| <b>Student Data</b>                              | <ul style="list-style-type: none"><li>• To input data for new intake and any new starters.</li><li>• To update any in year student information changes.</li><li>• Produce Data collection sheets prior to Parents Evening for each year group.</li><li>• To assist with the administration of year 9 guided choices process.</li></ul>  |

|                                 |   |
|---------------------------------|---|
|                                 | <ul style="list-style-type: none"> <li>• To maintain effective and up to date filing systems.</li> <li>• To assist with the admissions process in year 6.</li> <li>• To monitor and maintain SIMS data and follow up on any missing data.</li> </ul>  |
| <b>Reporting</b>                | <ul style="list-style-type: none"> <li>• Produce standard reports as requested.</li> <li>• Amend/create reports as requested.</li> </ul>  |
| <b>Timetable</b>                | <ul style="list-style-type: none"> <li>• Update and apply periodic and casual changes to timetables, courses, teachers, and rooms.</li> <li>• Ensure accuracy of pupil data form groups/class groups and year groups.</li> <li>• To understand and set up banding changes and procedures.</li> <li>• Maintain and check course information sheets alongside course manager information.</li> <li>• Print timetables prior to new academic year. Print timetables on any in year changes.</li> </ul>   |
| <b>General</b>                  | <ul style="list-style-type: none"> <li>• To understand and apply Academy policies in relation to health, safety and welfare.</li> <li>• Attend relevant Academy meetings as required.</li> <li>• To always respect confidentiality.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul> |
| <b>Support for the school</b>   | <ul style="list-style-type: none"> <li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).</li> <li>• Contribute to the school ethos, aims and development / improvement plan.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend relevant meetings as required.</li> <li>• Participate in training and other learning activities as required.</li> <li>• Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours.</li> <li>• Accompany teaching staff and students on visits, trips and out of school activities as required.</li> </ul>   |
| <b>Other Duties</b>             | <ul style="list-style-type: none"> <li>• Any other duty deemed commensurate with the pay grade as directed.</li> </ul>  |
| <b>Training and Development</b> | <ul style="list-style-type: none"> <li>• To have personal responsibility for your own continuing professional development.</li> <li>• To seek support and guidance for your training and development needs from your Line Manager.</li> <li>• To participate in annual staff appraisal scheme and undertake development activities to achieve personal targets.</li> </ul>  |

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

# Person Specification

## Data & Exams Admin Support

| Personal Qualities   |   |
|--|---|
| Ability to work effectively within a team environment, understanding classroom roles and responsibilities.   | E |
| Ability to build effective working relationships with all pupils and colleagues.   | E |
| Ability to promote a positive ethos and role model positive attributes.  | E |
| Good personal numeracy and literacy skills.  | E |
| High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.           | E |
| Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | E |
| Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.   | E |
| Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.   | E |
| Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.  | E |
| Able to improve their own practice through observations, evaluation and discussion with colleagues.  | E |
| Skills, Knowledge & Experience   |   |
| Awareness and basic understanding of school curriculum (with specified age range or subject area).   | D |
| Basic awareness of inclusion, especially within a school setting.  | D |
| Experience of using Microsoft office packages including excel formulas and interrogation   | E |
| Experience of using database systems.  | D |
| Excellent organisation skills.   | E |
| Ability to use own initiative and problem solve in a calm manner.  | E |
| Ability to look for best practice.   | E |
| Professional Development   |   |
| Willingness to participate in relevant training and development opportunities.   | E |
| Confidential References  |   |
| Positive recommendation from all referees, including current employer.   | E |
| Enhanced DBS   |   |
| Satisfactory DBS check   | E |