

Queen Elizabeth Grammar School

Ullswater Road, Penrith, CA11 7EG

Tel: 01768 864621 Website: www.qegs.cumbria.sch.uk



Applicant Information Pack

Data and Examinations Assistant

**Part Time 8.30am-2.30pm / Term Time Only Plus 10 Days
/ Permanent**

Band 4 Points 7 - 11 £22,369 - £24,054 pro rata

(£14,795 - £15,910 actual)





Welcome to Queen Elizabeth Grammar School, Penrith

Founded in 1564 by Royal Charter, our school has been helping young people to secure outstanding academic results and providing a well-rounded experience for over 450 years. The school encourages students to take responsibility for their learning from the moment they join, ensuring they are well prepared for the challenges they face on their journey at QEGS. We are a growing school with 1041 students currently on roll, but remain sufficiently small to recognise individual talents and ensure everyone is challenged and supported to reach their goals.

We have a long standing tradition of supporting students to be highly successful in their academic studies and rightly hold a place as a Beacon of Excellence across Cumbria. Our uniqueness comes in the equal emphasis we place on sports and the arts, ensuring all students have the opportunity to be true to themselves and develop their talents whatever they may be. We see it as vital that our students have a wide range of experiences and that they are prepared for their next step when they leave QEGS. This is why we have such a strong focus on enabling students to become independent, autonomous learners able to take what they are taught in the classroom beyond the curriculum, through their own wider research; creating links and developing their own understanding. Being part of the QEGS family means students are prepared for the world beyond school whether that be University, Higher Level Apprenticeship or employment – they leave us with the skills to be successful, able to stand out from their peers and enabled to make a difference to the world around them.

This culture of success is embedded across all aspects of the school and our values mean we put as much emphasis on developing our staff to ensure they have the skills to support our students for this ever changing world. As part of our team you will be supported in your own CPD goals to ensure you are prepared for your next stage in your career, whether this be through internal CPD, school visits or external training such as NPQs. As a school, we never stand still and are always looking for that magic ingredient that will enable our school community to excel in everything they apply themselves to.

At our heart, our vision to enable students to Aim High, Think Beyond and Strive Together to prepare them for their next step, whatever this may be. We know that this is a collaborative process and one which is centred around having the most dynamic and highly qualified staff to be able to unleash this potential in our community and I look forward to welcoming you to our school.

David Marchant

Headteacher

Queen Elizabeth Grammar School is committed to the safeguarding of all students and as part of the recruitment process we conduct enhanced checks into applicant's background.

About Us

Aiming High, Thinking Beyond, Striving Together

Aiming High

Students are encouraged to be independent, inquisitive learners and to explore ideas beyond and across their subject areas. A highly relevant, varied and challenging academic curriculum has been designed to meet the needs of our academically able student population. We passionately believe that the world our students will enter when they leave school will require them to be flexible and use their skills and expertise from a range of disciplines in order to be successful in their chosen career path.

Thinking Beyond

We encourage students to be open-minded and engage critically with the world around them; educating them about both the opportunities and dangers that lie ahead of them. Students are offered a vast array of opportunities outside of the classroom; both curriculum linked and super- curricular. The opportunity to experience new places and cultures is an essential part of life at QEGS.

Striving Together

Since QEGS was founded in 1564, the school has always sought to be active in the community it so proudly serves. QEGS is also a community in itself, founded on mutual respect and personal responsibility. The student population work collaboratively alongside staff, to support each other and ensure each individual is able to be as successful as possible. Success is widely celebrated at QEGS whether it be academic, sporting, creative, cultural, personal or collective.

Curriculum

A highly relevant, varied and challenging academic curriculum is the foundation for learning at Queen Elizabeth Grammar School, Penrith. As such, whilst there is a strong emphasis from Year 7 in the core subjects, students are offered a range of subjects from all areas, with opportunities to study an ever-widening range of additional courses at GCSE and A-Level.

More broadly, through our tutoring programme, we encourage students to be open-minded and engage with the world around them; educating them about both the opportunities and dangers that lie ahead of them.

Students are encouraged to be independent, inquisitive learners and to explore ideas beyond and across their subject areas.

We passionately believe that the world our students will enter when they leave school will require them to be flexible and use their skills and expertise from a range of disciplines in order to be successful in their chosen career path.



Curriculum Organisation Overview

We are committed to providing a curriculum that responds to the needs of every student whilst ensuring access to a broad and balanced educational experience. For the majority of our students, this means learning with us from the ages 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning during any key stage as being to prepare students for the next one.



Key Stage 3 (Year 7-9)

In KS3 our students have a broad and balanced curriculum which develops a wide range of skills and knowledge. Students will cover the full range of core and foundation subjects outlined in the National Curriculum, including two languages (French and German). Science is taught in an integrated way across Year 7 and Year 8 before becoming three separate disciplines in Year 9.

Key Stage 4 (Year 10-11)

At Key Stage 4, students are able to choose from a wide range of GCSE option subjects. All students study Maths, English Language, English Literature, RE, PE, Biology, Chemistry and Physics. They then choose their option choices with advice and guidance on an individual level. The majority of students take 11 GCSEs. All students also have lessons in personal development as part of their KS4 programme. This covers careers education, emergency aid, enterprise, health education, sex and relationship education, drugs education and study skills. Students in Year 10 have the opportunity of a week of work experience in the summer term.



At Key Stage 5 (Year 12-13)

We offer a wide range of A-Level courses. All students in the 6th form attend on a full time basis and most study three A levels with the option of the EPQ and a wide electives programme.

At both KS4 and KS5, QEGS performs above the national average in terms of performance measures.

A wide range of enrichment opportunities and trips are available to students across all key stages and all Year 12 students do a work experience placement.

Admin Team

The admin team have a wide ranging and high level skill set and contribute extensively to the smooth running of the school.

The team are flexible and adaptable and always supportive of all staff across the school. Each member of the team has a clearly defined core role but also works collaboratively to ensure that all the needs of the school are met, with colleagues often 'stepping out' of their main roles to support with events across the school.

The admin team are at the centre of the school and their work is critical to the school's smooth running. The successful candidate will need to be highly proficient and competent in their personal role and willing to work as part of a wider team to support others, in return they can expect support from the team when they need it.

A Career at QEGS

In the competitive world of educational recruitment, it is important for teaching staff and support staff alike to consider whether there is a natural fit between their personal values and those of the organisation they are anticipating joining, whatever stage of their career they join us.

A significant reward of working at QEGS is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic, and our supportive culture provides what many people describe as a 'family feel' within our school.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working at QEGS some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Zambia, Germany, winter sports etc.
- A policy of promoting from within (where possible).

Multi Academy Trust

Queen Elizabeth Grammar School will be joining Changing Lives Learning Trust in the near future. This offers a large number of professional development opportunities for staff including through their work with One Cumbria teaching school hub. For further information about Changing Lives or One Cumbria please visit their website:

<https://changinglives.education/> or <https://onecumbria.education/>

Application Process

The closing date for internal applications is **9am on Friday 27th October 2023**, with interviews expected to take place on **Friday 3rd November 2023**.

Please complete the application form which is available on the school website <https://qegs.website/>

Please submit your application via email to Louisa Tomlin at secretary@qegs.cumbria.sch.uk.

Applicants are invited to contact the school to discuss the role informally, or to arrange a visit to our school prior to application. Please contact Louisa Tomlin on 01768 864621 to arrange this.

Please note we will assess applications as they arrive and reserve the right to close the application process early.

Shortlisting and Interview Process

Shortlisting will be based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place successful candidates will then be invited to interview and references will be contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a passport or driving license)
- DBS Acceptable ID
- All relevant qualification certificates

Queen Elizabeth Grammar School is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. Shortlisted candidates will be subject to an online search as part of our due diligence process.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Job Description

Job Title	Data and Examinations Assistant
Salary	Band 4 Points 7 - 11 £22,369 - £24,054 pro rata (£14,795 - £15,910 actual)
Hours of work	Part Time 8.30am-2.30pm including a 30 minute unpaid break / Term Time Only Plus 10 Days / Permanent

We wish to appoint a part time, hands on and flexible Data and Examinations Assistant. The successful candidate would have the responsibility for assisting with the co-ordination and delivery of the external and internal examinations in the school throughout the academic year. They will assist the senior leadership team to raise educational standards by leading and administrating the school's management information systems.

To fulfil the role you will need to be professional, organised, time efficient and reliable in the completion of required administration duties to a high standard. Experience of using Microsoft Office confidently is essential and experience in a similar role is preferred.

Overall Job Purpose:

Data

Support and assist the Data and Examinations Manager to:

- Lead and manage the accurate collection, collation, analysis and distribution of student data.
- Research and investigate data systems and reporting tools, which will improve the productivity, efficiency and the overall effectiveness of the school.
- To ensure systems for tracking student progress throughout the year to support teaching staff to ensure students reach their full potential.
- To create and manage systems which enable teachers to teach and students to learn.
- Lead and proactively promote, collaborate and drive the positive and effective use of data across the school.
- Work closely with senior and middle leaders to determine information requirements and provide relevant solutions.

Examinations

Support and assist the Data and Examinations Manager to:

- Be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- Support the head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- Act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- Closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- Ensure examinations are conducted in accordance with the regulations.
- Arrange administration and invigilation for the conduct of all exams, including compiling timetables, ensuring rooms are allocated, arranging invigilators, receipt, safekeeping and security of examination stationery and papers.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, support the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

Main Duties and Responsibilities:

Data

Support and assist the Data and Examinations Manager to:

- Manage and develop systems and procedures relating to SIMS including student record database ensuring accuracy of data and more efficient use of teaching and admin staff time. Liaise with external agencies to ensure best value is received for the School in relation to SIMS and Data support.
- Ensure SIMS compliance with GDPR.
- Liaise with the Local Authority, Primary and Secondary Schools to exchange student data and use of the common transfer system to provide consistency of data from school to school.
- Ensure timely and accurate completion and submission of the school census returns in line with DFE requirements. Ensuring the integrity of Course Manager Information for Post 16 Learning Aims to support the autumn census.
- Develop and produce SIMS analysis reports in relation to various aspects of student data including: Attendance, Behaviour, Achievement, Exclusion and Detention presenting information to all stakeholders as required by the Senior Leadership Team.
- Manage SIMS Assessment Manager including: the creation of and maintenance of grade sets, result sets, aspects, templates, mark sheets and individual student reports to help raise the standards of pupil achievements.
- Co-ordinate the Schools Update production, systems and procedures. Ensuring accuracy of data to help raise the standards of pupil achievements.
- Manage SISRA analytics, ALPS Connect and all other analysis tools as determined by the Senior Leadership Team ensuring accuracy of data throughout in order to help raise standards of pupil achievement across the school. Also managing system permissions, passwords and ensuring all staff have the correct access to these systems.
- Proactively promote the use of data within the school, acting as lead practitioner in aspects relating to SIMS and student data. Support all staff in the use of SIMS, prepare and publish SIMS help guides and provide SIMS training including as part of the school INSET sessions.
- To be the schools data protection assistant: under the direction of the data protection officer ensure data protection legislation is followed and that potential breaches are investigated thoroughly and reported to the DPO and responsible bodies, as appropriate.

Key responsibilities

- To assist with developing and maintaining work activities relating to SIMS based routines, promoting and maintaining high quality of service delivery.
- To support all aspects of administration as required by the Office Manager. Assist with providing training and support for school staff in the use of data systems to improve productivity to allow the School to run efficiently.
- Assist with the inputting, and maintenance of student data, retrieving and presenting information as required using the School's computer systems in format specified by the Senior Leadership Team and external agencies.

Examinations

Before examinations

Planning

Support and assist the Data and Examinations Manager to:

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed.
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.).

- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates.
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites).
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exams plan).
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.
- Brief candidates/staff/parents/carers on examination regulations and requirements including regular exam board updates to HoDs.
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status.
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre .
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines).

Entries

Support and assist the Data and Examinations Manager to:

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification.
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees.
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates.
- Verify the identity of all students that are entered for examinations/assessments.
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies.
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements.
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

Pre-exams

Support and assist the Data and Examinations Manager to:

- Recruit, train, update and manage a team of invigilators liaise with HoDs for subject specific instructions
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations.

- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- Support relevant internal stakeholders with the completion of administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.) for internal and external exams.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

During examinations

Exam time

Support and assist the Data and Examinations Manager to:

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- Ensure all exam accommodation is prepared in accordance with the requirements.
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- Effectively deploy fully trained invigilators to exam rooms according to the requirements.
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

After examinations

Results and Post-Results

Support and assist the Data and Examinations Manager to:

- Ensure candidates, parents, carers and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.
- Effectively use internal and external IT systems to access and manage awarding body results information.
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools.
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.

Other

- Undertake training, update or review sessions as required.
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example: the preparation for and conduct of internal examinations, including those departments who fall outside of the whole school assessment calendar.

Support and assist the Data and Examinations Manager to:

- Manage and supervise administrative support for the collection and collation of internal exam papers.
- Maintain and update external systems for the monitoring of student progress, results, target setting etc. (e.g. SISRA, ALPS, FFT).
- Collate and disseminate internal termly data reviews for all year groups in liaison with the Deputy Head.
- University Admissions Tests – liaise with Head of Sixth Form to ensure candidates are entered for University Admissions Tests to support their UCAS applications and organise arrangements for these to take place on site in line with regulations, deadlines etc.
- Other exams-related administrative tasks, including the scanning of NEAs for the deadline.

General

All staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the school vision and school development plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members and Trustees.
- Actively engage in the school's performance management process and take responsibility for their own professional development.
- Adhere to school policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the School network.
- Contribute to the maintenance of healthy, safe & productive work environment and conditions.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual school Development Plan.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Qualifications & Experience

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Data and Examinations Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Equivalent of five A*-C (9 – 4) grades at GCSE Level. • Excellent numeracy/literacy skills. 	<ul style="list-style-type: none"> • ICT qualifications • Attendance at SIMS training courses
Experience	<ul style="list-style-type: none"> • 2+ years' experience working in office environment. • Experience of working accurately and to demanding deadlines. 	<ul style="list-style-type: none"> • Experience working in a school-based / education environment • Experience of successfully prioritising workloads of self and others • Experience of working in an exams setting • Experience of Management Information Systems
Knowledge and skills	<p>High level of ICT literacy with effective use of specialist ICT packages, including:-</p> <ul style="list-style-type: none"> • Microsoft Office packages • Accessing and downloading data • Manipulating and analysing data • Completing electronic entries • Inputting, accessing and interpreting information from various databases accurately • Awareness of the requirements of the Data Protection Act • Ability to communicate effectively both written and orally with all levels of internal and external stakeholders • Capable of working with the minimal supervision but to refer issues appropriately on own initiative. • Organisational skills with the ability to prioritise workloads and meet deadlines. • Able to prioritise and work independently on a range of tasks. • Effective written skills. • Meticulous attention to detail. • Ability to analyse data and collate into meaningful reports for end users. • Willing to contribute to the life of the school. 	<p>Knowledge and operation of SIMS package, including:-</p> <ul style="list-style-type: none"> • Cover • Timetable • Attendance • Data Analysis • Exams • Report Writing • Knowledge of examinations processes and awarding bodies <p>Knowledge of relevant policies / codes of practice / legislation including:</p> <ul style="list-style-type: none"> • Data Protection • Exam procedures, including JCQ guidelines

Personal Attributes	<ul style="list-style-type: none"> • Able to assist with planning and development of systems. • Work in an organised and methodical way and have sound organisational and coordination skills. • Good, written and verbal communication skills. • Able to maintain confidentiality. • Self-evaluate learning needs and actively seek learning opportunities. • Relate well to school staff, candidates of all abilities, parents, carers and students. • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Keen and enthusiastic in supporting and promoting the work of the department. • Outgoing, confident and a sense of humour - particularly at busy times in the school year. 	
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