



Co-op Academy
Walkden



Application Pack

Exams and Data Officer

Contents

Contents	1
Welcome from the Principal	2-3
Our Values	4
Job Advertisement	5
Job Description and Person Specification	6-9
What makes our Academy amazing	10
Safeguarding young people	11
Interview Process after the closing date:	12 - 13
How to find us	14

Welcome from the Principal

Dear Colleague

Thank you for your interest in the role of Exams and Data Officer at Co-op Academy Walkden.

Having taken up my post as Principal of the Academy in September 2019, we are now looking to recruit an outstanding professional to lead our exams function. Your arrival at Co-op Academy Walkden will be a crucial addition to the Data team, which currently consists of 3 team members.

Co-op Academy Walkden is at an exciting stage of its development. We have a clear vision for the future, which is to be an outstanding learning community that is safe, ambitious and inclusive for all students.

The children of Walkden and the surrounding areas deserve an education that is second to none at an academy that both they and the wider community are proud to call their own. Through their experience at Co-op Academy Walkden, students will have enhanced chances and opportunities for success in their next steps in life. As Vice Principal, you will play a pivotal role in realising this vision and shaping the future of the Academy.

The Academy building was opened in September 2011 and is a beautiful, modern facility with a wide range of versatile learning spaces. We want committed, hard-working and dynamic staff, who can deliver a curriculum and quality teaching and learning experiences for all students, which capitalise on the fantastic facilities we have.

I hope that you find all the information you need in the application pack. If you would like to arrange a visit to see the Academy in action, please contact Mrs Lisa Cooper at cooper.l@walkdenhigh.co.uk

If you choose to apply, please submit your form, along with a letter of application of no more than two sides of A4, outlining your qualities and how your experience and ambition, makes you the person for the job!

I look forward to receiving your application and wish you the best of luck.

Yours sincerely

M Hacker

Principal

Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Exams and Data Officer

Salary: Band 3B scp 23 - 26

Actual salary: £23,883 - £26,216

Contract: Permanent

Hours: Full Time / Term Time only plus 10 days

Start date: ASAP

Benefits include:

- Local Government Pension
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Applications should be made using the Trust's application form which can be found at www.coopacademies.co.uk

For further information about this role, please contact Lisa Cooper, Human Resources Manager on 0161 975 8002

Completed applications should be submitted to Lisa Cooper, HR by 12 noon on Monday 16th December 2016

Interviews will be taking place on Wednesday 18th December 2019.

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for eighteen academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

For more information about the Trust and other vacancies please visit our website coopacademies.co.uk

We are looking to recruit a responsible individual to manage the efficient and effective running of all internal and external examinations within the Academy, including liaising with staff, pupils, invigilators and examination boards, ensuring the Academy adheres to all examination regulations.

The role may also include assisting with data processing during the periods when there are no examinations.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

Job Description

Salary Grade: 3B (scp 23 - 26)

Actual salary (36 hours per week / Term Time Only plus 10 days): £23,883 - £26,216

Permanent

.....

JOB DETAILS:

Job Title: Exams and Data Officer

Hours of Duty: Full time (36 hours) Term Time plus 10 days

Summary of the role:

To be responsible for the efficient and effective running of all internal and external examinations within the Academy, including liaising with staff, pupils, invigilators and examination boards, ensuring the Academy adheres to all examination regulations.

The role may also include assisting with data processing during the periods when there are no examinations.

Main Duties and Responsibilities/Accountabilities:

The Exams and Data Officer will be required to undertake the tasks highlighted below:

1. Operational Management

- Oversee all arrangements for all public examination entries.
- Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken in accordance with the Joint Council for Qualifications (JCQ) regulations.
- To 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
- Complete examination entries and store securely and send completed examination papers to examination boards by deadlines.
- Make preparations for examinations, including room changes, setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationary.
- Organise appropriate arrangements for the support of candidates with special examination requirements, in liaison with the SENDCO.
- Deal with issues relating to appeals, remarking and other administrative issues.
- Liaise as required with the Finance Manager regarding the recording of examination entry fees.
- Produce and distribute examination entry certificates to students for checking.
- To create and manage internal examination timetables and to ensure the provision of adequate facilities and invigilators by liaising with the cover manager.

- Ensure that examination registers are shared with the Attendance Manager to secure Safeguarding for all students.
- To download examination results into SIMS on results day(s) in accordance with JCQ guidance.
- To check examination certificates when received and ensure they are prepared for distribution at the Celebration Event.
- Undertake all appropriate administration tasks associate with examination enquiries.
- Update the Principal and senior leaders on protocols as and when required.
- Undertake annual training on examination protocols and the train/update invigilators as required.
- As part of the Data Team, manage and maintain the SIMS student database.

2. Communications

- Liaise with examination boards to ensure that accurate administration of all examinations, including ensuring compliance with examination boards rules and coursework requirements.
- Provide advice and disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
- Liaise with staff / Zone Leaders regarding pupil examination entries and data analysis.

3. Resource Management

- Organise exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them.
- Take responsibility for the safe storage of the examination papers, examination certificates and examination results.

4. Systems and Information

- Provide data and analysis., writing reports as appropriate
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by different examination boards.

5. Planning, organising and data protection

- Lead role in coordinating the arrangements for internal examinations, development of exam timetables and co-ordination of exam invigilators.
- To comply with relevant policies supporting documentation in relation to Information Governance including Data Protection, GDPR, Information Security and Confidentiality.

“Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”

We very much regret that we are only able to inform shortlisted candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion.

Given the rapid rate of change in education and our ambitions for continued improvement at the Academy, from time to time the successful candidate may have to undertake other professional duties as directed by the principal. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working efficiently as possible. All members of the leadership team have a range of other responsibilities from year to year.

Signed (Staff)

Signed (Headteacher)

Dated (Staff)

Dated (Headteacher)

Person Specification

CRITERIA	E/D
Qualifications	
Education & Qualifications	
<ul style="list-style-type: none"> GCSE C and above in English and Maths. 	Essential
<ul style="list-style-type: none"> NVQ level 3 / 4 equivalent professional qualification 	Essential
Knowledge	
<ul style="list-style-type: none"> Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations . 	Essential
<ul style="list-style-type: none"> Knowledge of invigilation procedures 	Essential
<ul style="list-style-type: none"> Knowledge of Excel MS Office 	Essential
<ul style="list-style-type: none"> Knowledge of developing macros in Excel and Word 	Desirable
<ul style="list-style-type: none"> Ability to interpret advice / statute and to devise policy / practice in the light of these 	Essential
<ul style="list-style-type: none"> Detailed knowledge of relevant legislation / guidance and legal requirements directly linked to examinations and data 	Essential
Work Circumstances	
<ul style="list-style-type: none"> To work occasionally out of school hours during busy examination times 	Essential

What makes our Academy amazing?

Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Successful shortlisted candidates will be notified via email no later than 9am Tuesday 17th December, with interviews taking place on Wednesday 18th December 2019.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)

- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

