



**King
Solomon
High School**



Information pack for candidates applying for the role of:

Data & Systems & Exam Manager

Permanent and full time - 52 weeks

Salary: LBR 11-12 Scale Point 34-37 salary £46,512 - £49,551

Required: As soon as possible



Welcome to King Solomon High School

Learning

Charity

Community



Dear Candidate,

I am delighted that you are considering applying to be the Data, Systems & Exam Manager at King Solomon High School. We are a unique and wonderful Jewish secondary school, set in the London Borough of Redbridge. Our school is inclusive, and our students and staff come from a range of cultural and religious backgrounds.

I am seeking to appoint a passionate professionals to join our school on its journey to embed powerful knowledge, curriculum rigour and expert teaching practice – leading to outstanding outcomes for students.

Are you passionate about raising standards? Are you committed to excellence and rigour? If your answer is yes to all of these questions then I look forward to receiving your application.

I am passionate about equality, diversity and inclusion. I am ambitious for the school's future, strive for excellence and have high expectations of staff and students. The successful candidate will join a caring and ambitious community school and will be supported in fulfilling their own career potential.

Michele Phillips, Headteacher

History, ethos and values

King Solomon High School is a United Synagogue, orthodox Jewish school, who openly welcome students of all faiths and of no faith. The school opened in 1993 to meet the growing demand for Jewish school places in East London, Essex and the surrounding areas. Currently, approximately 20% of students on roll identify as Jewish. We are six form entry school, and we also have a growing sixth form.

We are a community of learners who look out for and support each other. This idea is embodied in our school values.

- Learning.
- Community.
- Charity.

Our motto encompasses the school's Jewish ethos and values, highlights our aim to develop every student as a rounded and grounded individual through a variety of learning and lived experiences, all infused with Jewish teachings and values. The King Solomon community experience shapes young people into informed, responsible and caring citizens.

If I am not for myself who will be for me?
 If I am only for myself, who am I?
 If not now, when?

(Ethics of the Fathers 1:14)





Leadership and the future of the school

King Solomon High School is brimming with potential, talent and a dedicated staff and parent community who champion the school. The school's values and the improvement work that has been implemented since the Ofsted inspection in November 2021, provide a strong foundation for the next phase of the school's development.

To move the school from requires improvement to good and then outstanding, we are reviewing all aspects of the school, with a view to implementing new and innovative systems that embody excellence, ambition and rigour.

Leadership and management	<ul style="list-style-type: none">• Develop a shared understanding of excellence.• Empower leadership and accountability at all levels.• Develop a strategic and joined up approach to school leadership.• Be outward facing and work with successful schools, leading thinkers and educational professionals.• Improve the aesthetics of the school so that it reflects our school's values, inspires students and embodies excellence.
Quality of education	<ul style="list-style-type: none">• Embed our new curriculum that teaches students the very best of what has been thought and said in each discipline (powerful knowledge).• Embed a consistent approach to teaching practice inspired by Rosenshine, Lemov and informed by research on cognitive science.• Embed the raising achievement strategy that focuses on revision, intervention and mindset.• Improve post-16 outcomes and outcomes for boys and students with SEND.• Embed new reading programme.
Behaviour and attitudes	<ul style="list-style-type: none">• Empower teachers to lead from the front and take ownership of achieving excellent student behaviour and focus in their lessons.• Embed our 'prevention before sanction' approach to behaviour, which focuses on the consistent application of codified rules and systems.• Embed classroom behaviours (STAR/SLANT) that facilitate disruption free learning and support excellence.
Personal development	<ul style="list-style-type: none">• Provide all students with a range of enriching experiences and opportunities to explore their talents and interests.• Provide all students with meaningful opportunities to be responsible, reflective and active citizens.• Develop the school's formal and informal Jewish provision.



Behaviour, safeguarding & personal development



King Solomon High School has rigorous systems in place to support students in meeting our high expectations of behaviour.

- Year 7-11 students line up in the mornings and are collected by their form tutor. This promotes a calm and focussed start to the day.
- We operate a daily detentions system so that behaviour issues are dealt with on the day.
- We have a commitment to disruption free learning, and our on-call system ensures that students who disrupt learning are dealt with swiftly.
- We have an extensive pastoral team to support students who need additional behaviour and/or wellbeing support.

Safeguarding and promoting the welfare of children is the responsibility of all staff. We have a strong culture of safeguarding and all staff are proactive in reporting any concerns about a student's welfare.

We recognise the vital role mental health plays in the everyday lives and success of all individuals. Whilst we cannot always remove the challenges our students face, we can provide them with access to support to help them build resilience, emotional intelligence and coping mechanisms.

We have recently reviewed all our behaviour systems and we launched a new behaviour policy in November 2023.



Curriculum and teaching - Key Stage 3 & 4



The school's current curriculum intent states that

- We believe that learning changes lives and must be equally accessible to all.
- We believe that students should embrace the impact of service to others through charity and acts of kindness.
- We believe that every student should leave school with the skills and attributes to play an active and constructive part in the school, local and global communities.

Our students enjoy a broad and balanced curriculum. Currently our year 10 students study the following core curriculum, plus one or two option subjects depending on their pathway. Over 60% of students study the Ebacc.

- GCSE English Language
- GCSE English Literature
- GCSE Mathematics
- GCSE Combined Science or GCSE Separate
- GCSE Religious Studies
- GCSE Spanish

For our key stage 3 curriculum, please see our [website](#).



KS4 academic results

King Solomon High School is an academically successful school with GCSE attainment above national averages.

GCSE results	2024
Progress 8	0.36 (above average)
9 - 7	25%
9 - 5	61%
9 - 4	75%
English & Maths 9 - 5	49%
English & Maths 9 - 4	70%

Reasons to work at King Solomon High School



Be part of the success story

- Having been judged as requires improvement by Ofsted in November 2021, staff will be part of the success story when we move to good and outstanding.
- Our students are fantastic, polite and caring young people. They deserve a world class educational experience. Join us to be part of their future.

Ambition & excellence

- We are ambitious for every student and member of staff.
- We strive for excellence and to be an example of best practice in all that we do.
- We expect all staff and students to be the best they can be.

Staff and student wellbeing

- We are a caring and supportive Jewish community school.
- We have an early finish every Friday at 1.20pm, as part of our Jewish ethos and to promote a work life balance.
- We have a sensible approach to meetings and most meetings for main scale teachers are streamlined into a Tuesday.
- The school is closed on Jewish holidays.

Transport links

- We are a 4 minute walk from Fairlop underground station on the central line.
- We are well served by several bus routes and we have a staff car park.

Career development

- We are committed to inspiring ambition and to supporting staff in their career development.





The role

The role: Data, Systems & Exam Manager

Contract: Permanent and full time (52 weeks)

Hours: 36 hours per week, 8.00am – 4.00pm Monday to Thursday and 8.00am to 2.30pm on Fridays (there is some flexibility around these times).

Salary: £46,512 - £49,551 dependent on experience

Line managed by: Senior Leadership Team

Safeguarding statement

King Solomon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and be familiar with the school's safeguarding policy. Child protection screening will apply to this post.

Equality statement

King Solomon High School is committed to equality of opportunity and values its diverse staff and student community. All staff are required to adhere to the school's equal opportunities policy. We have a zero-tolerance approach to discrimination, harassment and bullying.

Staff code of conduct statement

King Solomon High School has high standards and expects all staff to always behave in a professional manner. All staff are expected to adhere to the school's staff code of conduct policy.



Job purpose

The Data, Systems & Exams Manager is responsible for:

- The school's management information systems.
- Assessment/exams, reporting and data systems.
- Assessment/exams analysis.
- Student target grades.
- Year 7 transition data.
- The student and work force census.
- The school timetable, curriculum modelling, options and setting processes.
- Creating and running periodical reports on behaviour, staff absence, attendance and cover.
- Being the data protection officer and managing all subject access requests.
- Data reporting to the DfE.
- Train staff in the use of data and reporting systems.
- Other data related tasks.
- Lead all exams officer related duties.

Duties and responsibilities

Main duties and responsibilities are outlined in this job description. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher and/or line manager. 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.

Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies. This will be communicated in advance and necessary arrangements will be made depending on the staff member's role.



Job description

1. Management information systems

- Be the expert and first point of contact regarding all of school's the data and management information systems eg; SIMS, Bromcom, Synergy, ALPS, SISRA. ***The school is currently reviewing all its management information and data systems.***
- Ensure that the school has robust and rigorous systems in place for ensuring that student and staff data is correct and up to date in the MIS.
- Work with the Head's PA and the Director of Finance and Operations to ensure that staff absence and sickness data is up to date in SIMS.
- Keep up to date with training and developments in all management information and data systems.
- Training staff in use of the school's management information and data systems.

2. Assessment, exams, data and reporting systems

- Set up all assessment report templates.
- Oversee the smooth running of data collecting procedures.
- Check all assessment data has been correctly entered by teachers.
- Independently resolve problems relating to data collection and reports.
- Import all public exam results being into SIMS, SISRA and ALPS.
- Import all internal assessment data in SIMS into SISRA and ALPS.
- Produce student progress reports for parents/carers as per the school's reporting cycle.
- Oversee user access to all data and MIS systems.

3. Assessment/exams analysis reports

- Using SISRA, ALPS, SMIMS, produce data analysis reports for SLT, middle leaders, staff and governors, after each data drop and at other points when requested.
- Produce data analysis reports for SLT, middle leaders and governors, after public exams.



Data and systems job description

4. Student target grades

- Generate student target grades, as per the school's targeting setting policy.
- Ensure target grades are accessible to teacher's through their class data sheets.

5. Year 7 transition data

- Ensure that all data and information related to Year 7 transition is accurately uploaded into SIMs. This includes academic data and personal information.

6. The census

- To prepare and complete the student and work force censuses.
- Assist with the collection of accurate data and update the academy MIS on all areas relevant to the school census, including FSM, pupil premium and 6th form learning aims.
- Completing post 16 prior attainment data for census.
- Ensure Course Manager is updated with learning hours, QAN, classes, supervisors and appropriate Core Learning aims are added to maximise Post-16 funding.

- Maintaining Post-16 programme of study, checking TT hours etc.
- Ensure all staff contracts and staff workforce information is correct in SIMS.

7. The school timetable, curriculum modelling, options and setting processes.

- Work with the school's Deputy Headteacher/timetabling consultant to produce the school's timetable.
- Make timetable changes as required throughout the year.
- Produce student timetables for mid-term admissions.

8. Reports on behaviour, staff absence, attendance and cover.

- Using the school's MIS and data systems produce reports/report templates for various groups of staff on behaviour, staff absence, cover and student attendance.
- Produce excel/google spreadsheet templates with relevant formulas for staff so that they can track and analyse various aspects of the school's performance.



Job description

9. Data protection officer

- Be the data protection officer for the school.
- Oversee all subject access requests.

10. Other data related tasks

- Line management of the Exams Officer.
- Oversee the reading age tests data collection and importing of results.
- Be responsible for providing the DfE with all required data eg. national tutoring programme data etc.
- Train staff in how to use MIS and data information systems.
- Work collaboratively with the IT Manager, Exams Officer, Head's PA, Director of Finance and Operations and the Senior Leadership Team.
- Any other data and systems related tasks and duties required by the school.



Exams duties job description

- To be responsible for managing the effective and efficient management and 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 and security of the assessment process.
- To provide support, advice and guidance to the head of centre/senior leadership team 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.
- To complete the *Exams Officer Professional Standards* on annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the *Exams Officer Professional Standards Values and Attributes statement*.
- To 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.
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed.
- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met.
- To ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports 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.
- Manage all mock exams.
- Provide data management assistance to the Data Manager.



Job description

Before examination

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/National Association of Examinations Officers/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).
- Ensure familiarity with the centre's Management Information System (MIS).
- 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.
- 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)

Job description



Entries

- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments.
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification.
- Submit registrations, examination entries and certification claims by the deadline(s).
- 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 the Finance Department 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 JCQ/awarding body requirements.
- Liaise with relevant internal stakeholders to ensure final entries 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.

Job description



Pre-exams

- Recruit, train, update and manage a team of invigilators.
- 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 as a last resort once all other options have been exhausted) 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 prior to these taking place.
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site.
- Confirm relevant internal stakeholders to complete 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.).
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

Job description



Other exams duties

- Successfully complete/adhere to the *Exams Officer Professional Standards* on an annual basis.
- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements.
- Acquire/develop the skills required to undertake the role effectively and efficiently.
- Engage in the centre's Appraisal/Professional Development Programme.
- 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/member(s) of the senior leadership team responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks

Data assistant

- Assist the data manager with a range data related tasks such as assessment data monitoring, marksheet set up, entering target grades and other tasks related to school management information systems.



Job description

General requirements of all staff

- Adhere to all school policies.
- Work cooperatively with colleagues and under the direction of your line manager.
- Seek support and guidance where needed.
- Always maintain confidentiality.
- Work to promote the safeguarding of all students.
- Promote equality, diversity and inclusion.
- Complete work to a high standard.
- Support and promote the vision of the school.
- Support the school's Jewish ethos.
- Attend school events as required.
- Keep up to date with developments, changes, best practice and legislation in relation to your role.

Review Arrangements

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation. Consequently, the Headteacher will consult with the postholder at the appropriate time.



Person specification

Qualifications & experience

- Educated to degree level qualification or similar, and/or other relevant professional qualifications.
- Experience of working in a data and systems role in an educational setting or other relevant organisation.
- Experience of data analysis and data presentations.
- An excellent understand of the importance of data and reporting in the running of a school and in raising achievement.
- An excellent understanding of data, target setting, reporting systems in a secondary school.
- Excellent command of the English language, both written and verbal.
- High level of proficiency with Microsoft Excel and all Microsoft and/or Google packages.
- High level of proficiency with IT systems.
- Excellent numerical skills.
- Experience demonstrating excellent organisation, prioritisation and time-management skills.
- Experience of leading effective administrative support.

Skills & attributes

- Ability to think strategically.
- Ability to work proactively with attention to detail.
- Highly developed interpersonal skills including influential skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to manage conflicting priorities, make decisions and resolve issues in potentially stressful situations.
- Ability to work to high standards and with rigor.
- Commitment to equal opportunities.
- Commitment to the school's Jewish ethos.
- Commitment to improving the lives of children.
- Commitment to safeguarding.

Application process



1. Complete the London Borough of Redbridge application form (CVs are not accepted).
2. Complete a personal statement of no more than two sides of A4 outlining how you meet the person specification. Please cover all the points of the person specification as this will be used for shortlisting purposes. **Please complete your personal statement on a separate document and not in the application form.**
3. Email your application form and personal statement to recruitment@kshsonline.uk
4. This vacancy will close on Tuesday 21st January 2025 at 8:30am. We may interview suitable candidates as we receive applications. We therefore encourage suitable candidates to apply as soon as possible. We reserve the right to close the advert at any point before the closing date.
5. Candidates wishing to visit the school or wishing to speak to a member of the Senior Leadership Team before applying should contact recruitment@kshsonline.uk



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