



Data and Examinations Officer



Dear Candidate,

Thank you for your enquiry regarding the position of **Data and Examinations Officer** at Oasis Academy Enfield. We are part of Oasis Community Learning www.oasiscommunitylearning.org which runs over 50 academies across the UK. We need an enthusiastic and talented teacher to join the Media team for July or September 2019. The opportunity to teach English at KS3 or GCSE is offered.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website www.oasisacademyenfield.org. We welcome visits to the Academy. For an informal, confidential discussion, or to arrange a visit please contact Salma Begum, HR Officer, on 01992 655 424 or enfield.HR@oasisenfield.org

If you would like to apply, please complete the Application Form (CVs are not accepted) and return it by either of the following ways:

Email: enfield.HR@oasisenfield.org

Post: HR Officer
Oasis Academy Enfield
9 Kinetic Crescent,
Innova Park,
Mollison Avenue,
Enfield, EN3 7XH

The closing deadline for applications is no later than **8am on Tuesday 25th June 2019**. Applications will be reviewed on an ongoing basis so early applications are encouraged.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Headteacher. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Friday 28th June 2019**. If you have not been invited to attend by **Thursday 27th June 2019**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Juan Fernandez
Associate Principal

About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 12 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 11 year history. In 2018, Ofsted confirmed that we continue to be a good academy.

Academy leaders and staff share high expectations for all students

Students behave well, and treat each other and staff with respect

Safeguarding is a strength of the Academy, and staff are proactive at supporting the children to stay safe both in school and out

Students feel safe and happy in school. Parents support this view and are happy with the progress their children are making

We provide students with high quality teaching, which not only enables them to make to the best possible progress and achieve the highest grades, but also equips them with the skills, behaviour and character, which will help them be successful and make a positive contribution to their community.

GCSE have improved this year with more students achieving the basics (English and mathematics) at both level 4 and 5. In addition performance in other areas has also improved significantly improving our progress 8 and attainment 8 scores.

At A level and BTEC Level 3 our students continue to make good progress. Our students progress to universities including Russell Group and other leading universities following a wide range of courses from English, History to engineering, psychology and law, apprenticeships and work.

The Sixth Form works in partnership with Oasis Academy Hadley, just under two miles away. The joint Sixth Form offer enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by minibus between the two academies.

We are committed to providing staff with high quality professional development. Mid-week masterclasses run by experienced colleagues focusing on academy priorities are available to all teachers. We hold middle and senior leadership courses run by Institute of Education at UCL open to all staff who want to develop their skills in their current role or look towards the next step in their career.

As part of the Oasis family of academies we benefit from wide range of opportunities to network with colleagues across the region and nationally through a variety of joint training and professional development opportunities. National Lead Practitioners offer advice and guidance and share resources through concerns and visits to the academy. The annual regional conference brings all the staff across London and the South East together to network and share best practice from across the region.

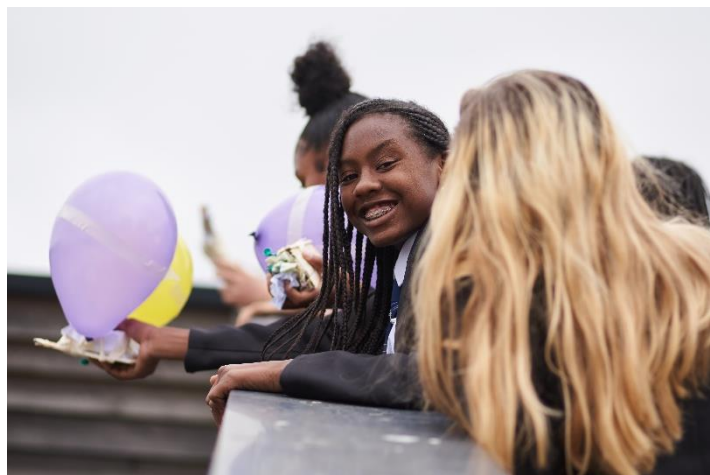
The Academy mainly serves the ethnically and economically diverse local communities of Enfield Lock and Enfield Island Village. A number of students travel from Ponders End, Edmonton and further afield to the Academy. The intake is mixed, some students live in the private housing close to the academy and others come from some of most deprived housing areas in the country. High numbers of students are eligible for pupil premium. There is a high proportion of students with English as an additional language (54%) with over 60 languages spoken. Turkish, Black Caribbean, Black African and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis work in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 50 academies each with their own character and identity and as one organisation are committed to share effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Enfield supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Enfield Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy.

The Academy operates a totally inclusive admissions policy, accepting students irrespective of faith or ability. Our goal is to create an environment where students make very good progress, within an Academy, which values them as individuals.



About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

About Data and Examinations

We are looking to recruit a Data and Examinations Officer for Oasis Academy Enfield to join the Cluster Data and Examinations Team. The successful candidate will have strong administrative experience and a positive and proactive approach. The ability to communicate with a range of individuals, excellent organisational skills combined and the ability to work well under pressure to tight deadlines is essential.

The team supports the examinations and data work across the Oasis Academy Enfield and Oasis Academy Hadley cluster. The team is led by a Cluster Manager and consists of two Data and Examinations Officers, one based in each academy, and is joined by two Lead Examination Invigilators and Examination Invigilators during the exam seasons.

We are committed to providing staff with high quality professional development. We use Bromcom for our MIS. Experience of using Bromcom would be an advantage but if you have experience using alternative platforms, such as SIMS, we will provide full specialist training.

This role is a great opportunity for someone who wants to make a difference to the lives of young people and wishes to be part of an organisation that provides exceptional education at the heart of the community.



Job Description

POST:

Data and Examinations Officer

ACCOUNTABLE TO:

The Executive Principal, Associate Principal, ALT Assessment Lead under the day to day management and leadership of the Cluster Data Manager

Salary:

Starting salary, point 17 (Outer London)
£26,745

KEY RELATIONSHIPS:

Academy Leadership Teams; relevant teaching and support staff; Oasis Community Learning central staff; LA representatives; partner professionals; local community; other Oasis Academies.

LOCATION:

Oasis Academy Enfield

WORKING PATTERN:

37 hours per week
52 weeks per year

DISCLOSURE LEVEL:

Enhanced DBS

JOB PURPOSE:

To be responsible for the administration, organisation and smooth running of academy data and public examinations. Support the data management within the Academy.

RESPONSIBILITIES:

- To be responsible for the administration, organisation and smooth running of Academy and public examinations.
- To support the maintenance and management of the Academy's computerised assessment data using the Academy's management information system (MIS) software.
- To contribute to the promotion of the general progress and well being of children and staff within the Academy.
- To promote and safeguard the welfare of children you come into contact with.

DUTIES

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's and the Hubs vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Key Tasks

Examinations

- Liaise with Academic Leaders over student entries;
- In liaison with the Cluster Data Manager in making accurate and timely examination entries;
- Organise examinations on a day to day basis;
- Organise the invigilation programme for Academy and external examinations in liaison with the Cluster Data Manager;
- Manage the invigilator team in invigilating examinations in line with JCQ and Academy regulations and that there is an appropriate atmosphere in the examination room, to optimise student performance;
- Plan the invigilator requirements for each examination in liaison with the Academy's Data and Examinations Manager

- Deploy the invigilation team to ensure that the following duties are completed:
 - Setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
 - Ensuring that there is adequate space between desks in examination rooms to discourage cheating.
 - Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
 - Offering advice and guidance to unregistered candidates without allocated seats;
 - Ensuring that candidates do not talk once inside examination venues;
 - Removing and storing mobile phones for the duration of the examination;
 - Searching pencil cases if they are not made of clear plastic;
 - Organising the correct procedures for lending equipment to candidates;
 - Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
 - Checking attendance during examinations;
 - Recording details of late arrivals;
 - Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
 - Collecting and collating scripts at the end of the examination in accordance with strict procedures;
 - Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Receive confidential material and ensure safe storage and safe transmission of all confidential materials for conducting controlled assessments, whether they are downloaded electronically, CDs or hard copy;
- Check exam papers on arrival and ensuring the correct component and number have been received;
 - Ensure Joint Council for Qualifications (JCQ) regulations are maintained;
 - Be aware of the Academy's evacuation procedure in the event of an emergency, be familiar with the emergency exit for each examination room and ensure that examination regulations are maintained if an emergency evacuation is required;
- Prepare seating plans for examinations;
- Organise the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Liaise with the ALT lead for Assessment over issues of invigilation and cover;
- Be present on the day the centre is notified of results and the day results are distributed to students;
- Check certificates and organise distribution to students;
- Support the arrangements for all internal examinations including CATS tests and reading tests, timetable rooming and invigilation;
- Assist with the training of new invigilators;

Data

- Set up and maintenance of templates in Academy's MIS for the collection of student data under the direction of the Cluster Data Manager;
- Enter student assessment data into the Academy's MIS;
- Ensure assessment data for student Progress Reports is complete and accurate;
- Assist with the production of student reports
- Assist with the target setting process;
- Assist with the provision of meaningful analysis on a range of data trends for attendance, behaviour, student feedback and data sets as requested;
- 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, as directed;
- Assist with the production of data for statistical returns to the Department for Education, Oasis Community Learning, the Local Authority and other external bodies as directed;

3. General Duties

- Provide administrative support for the staff within the Academy;
- Complete typing and setting up documents such as letters and reports;
- Produce mail shots for parents/carers, as directed;
- Complete general clerical tasks such as photocopying, filing, opening and distribution of mail;
- Keep computer records up to date;
- Provide Reception cover when required;
- Answer telephones and pass on messages as required;
- Order of consumables and stock control;
- Attend training including the Academy's Training Days;
- Attend team meetings;
- Participate in the Academy's Performance Management process.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Data and Examinations Officer Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and maths at A*-C or level 2 equivalent 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> Excellent ICT skills Excellent keyboard skills Experience of using Word, Excel, and Outlook Good organisational skills, ability to show initiative Good communication skills Excellent attention to detail Understanding of the practical application of Equal Opportunities in an Academy context Ability to converse at ease with parents and students and members of the public and provide advice in accurate spoken English 	<ul style="list-style-type: none"> Experience of working in a school or academy setting as an examinations officer Experience of using an MIS system
Personal Qualities	<ul style="list-style-type: none"> Ability to work as part of a team Ability to reflect. Ability to use your own initiative but also know when matters need to be referred to your line manager Ability to demonstrate patience with firmness. Ability to form and maintain appropriate relationships and personal boundaries with children Be able to maintain confidentiality Emotional resilience in working in a range of challenging situations Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	

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Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & 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

1. Candidates should be aware that all posts in Oasis Community Learning 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. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. 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.
4. 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, short listing 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.

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 etc.)
- 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 Academy based 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.

For Academy based positions, 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
- 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.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.