



Job Application Pack Examinations and Data Manager

Full time equivalent £29,633- £31,509.
Pro-rated to reflect term time only plus 4 weeks contract.

Closing Date: Friday 23 August 2019



Letter from the Principal

Dear Colleague,

Thank you for your interest in working at Djanogly City Academy.

I am immensely proud to be the Principal here and I want everyone who comes to Djanogly to be an equally proud partner in one of the most successful schools in the country. Our work is about making a real difference to children's lives so that they can in turn make a demonstrable difference to their communities, our city and our world.

We serve a diverse community in inner-city Nottingham, with high levels of disadvantage and deprivation to deal with, but it's our duty to give the young people of Nottingham City the best possible life chances and opportunities to be successful. Our students are fantastic young people and the job satisfaction that we all have from working with them and being part of our Djanogly community is enormous.

We refer to children at Djanogly as scholars and that is because at the heart of what we do, every child matters to us and we believe that every child will succeed with us and will 'graduate'. Our motto is, 'Achievement: No excuses'. Our expectations for academic standards and for behaviour are therefore unapologetically high.

Whilst our success is necessarily measured through our scholars' examination results, it is also, and very importantly to us, measured through their character development, their greater commitment and the resilience they demonstrate in all that they do. It is then our responsibility to demonstrate and model these values in all that we do in our work with them. Djanogly City Academy is on a very fast-paced journey to becoming a beacon of excellence, and as we move towards this, we must consider the work of all, staff and scholars, to be unfinished until it is the very best that we can make it.

If it helps your decision-making processes, you are most welcome to come and look round our school to get a real feel for our ethos and to meet some of our team. If after visiting us, or indeed now, you feel that our mantra resonates with you and you too want to have a big impact on the lives of our children and their families, I would very much like to hear from you. We aim to be the very best and need more excellent professionals to join us to make that a reality.

I look forward to reading your application.

With thanks and best wishes,

Andy Smith
Principal



Application Details

Thank you for your interest in the Examinations and Data Manager vacancy at Djanogly City Academy. We are looking for a passionate and driven individual to make a contribution to the current support team at DCA.

The Academy boasts the use of innovative lessons and is keen to deliver high quality learning experiences for all students.

Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to our Principal, Mr. Smith, which clearly demonstrates your suitability for this role. Applications can be submitted via email to h.wheat@djanogly.org with **Examinations and Data Manager** in the subject line, or by post, for the attention of Mr. Smith, to the following address:

HR Department/Jobs
Djanogly City Academy
Gregory Boulevard
Nottingham
NG7 6ND

Application forms: These can be downloaded from the school website at www.djanogly.notts.sch.uk. Wherever possible, please provide email addresses for your referees.

Closing Date: Please ensure your application arrives by 9 a.m. on the closing date of Friday 23 August 2019.

Interview: Interviews for the role will be held shortly after the closing date of Friday 23 August 2019. If you have not heard from us within 1 week of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding: Djanogly City Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job Description

Job Title	Examinations and Data Manager
Reporting to	Principal
Salary scale	55-60
Hours and weeks	37 hours per week, term time only plus 4 weeks
Job Purpose	To be responsible for the examination entries, ensuring full compliance with regulations, managing invigilators and supporting strategic leadership and governance; also managing school data and associated information systems, including the maintenance of assessment and other databases.

SPECIFIC RESPONSIBILITIES

- Act as a contact point for examination boards, government agencies, other schools, governors, directors, teachers, parents and students for all examination related issues.
- Use IT software packages effectively to ensure efficient examination administration.
- Prepare examination entry forms and liaise with Curriculum Leads (CLs), completing and despatching accurate lists of candidates to examination boards by the dates set by the boards.
- Book, train, direct and manage the examination invigilation team members.
- Assess for and determine level and type of access arrangements; organise the applications for access arrangements, including liaising with the SENCO.
- Complete special consideration forms for unwell / injured / absent candidates where appropriate.
- Receive and distribute approved syllabuses and examination reports to CLs.
- Advise the Senior Leadership Team (SLT) and CLs on the organisation, administration and conduct of internal and external examinations.
- Compile, check and disseminate examination timetables.
- Set calendar deadlines and schedules for all stages in the process of entering and examining students for external examinations and inform students, parents and staff of details, maintaining the school website as appropriate.
- Make practical and administrative arrangements for the conduct of examinations, including rooming timetables, statements of entry to candidates, availability of papers and stationery, seating and numbering arrangements and liaison with the site team as necessary.
- Organise examination rooms in accordance with the regulations.
- Prepare the daily examination papers and other resources during examination seasons; ensure that attendance registers and seating plans are completed.
- Collate the checking, packing and sending of completed examination scripts to examiners and external markers.
- Deal with potential incidents of examination misconduct.
- Download results / data and input into school information management systems.
- Complete any administrative tasks required relating to re-sits, queries and appeals, following consultation with relevant staff.
- Liaise with SLT and CLs about requests for remarks of scripts and process enquires about results and return of scripts.
- Arrange data input of external and internal assessments and examinations; collate results and record, report and provide statistics and analysis for SLT, governors, directors and DfE as required.
- Make arrangements to receive, file, store, and secure all certificates relating to external examinations; participate in the organisation and arrangements for their distribution.



- Be responsible for a budget covering the cost of exams entries, additional fees, external invigilators, examination equipment and other matters which attract costs.
- Assist with the organisation of all internal assessments
- Develop knowledge and expertise in the management of the school's data systems and provide information and data as required.
- Ensure that school data systems are accurate and support with keeping SIMs up to date and accurate.
- Keep up to date with the requirements of the role, ensuring attendance at appropriate awarding body and other CPD training meetings and keep up to date with the latest procedures and regulations for external examinations; ensure awareness and compliance by CLs, invigilators and candidates.

GENERAL RESPONSIBILITIES

- To support the overall ethos of the Academy
- To promote and support the implementation of the school's aims, policies and values.
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
- To commit to safeguard and promote the welfare of children and young people.
- To assist with duties relating to student safety and security, including break and lunchtime duties
- Attend meetings as required
- To develop your own skills and take part in continuous professional development

The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances. You may also be asked to undertake any other duties as reasonably requested by the Principal or the school leaders.



Overview of the Trust

Djanogly Learning Trust is a dynamic and growing Trust based in the East Midlands. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the Academy

Ethos

The Djanogly City Academy has a very clear and distinctive ethos. Our culture is highly aspirational, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can be. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We have a clear message to guide all students in their daily lives; Work Hard, Be Kind.

Achievement

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every student's success, whatever their individual educational needs.



Curriculum

At the Djanogly City Academy, Key Stage 3 students undertake a three-year programme that covers all the National Curriculum subjects. Students will be taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our two-year Key Stage 4 programme, most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject, such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, technology and PE supplement the core curriculum.

About the Academy

The Nottingham City Technology College opened in 1989 and became the Djanogly City Academy in 2003. Primarily serving the residents of Hyson Green, the Academy is located on two sites. The Gregory Boulevard site is housed in a stunning, state-of-the-art building, designed by Norman Foster. The Sherwood Road site occupies a modern purpose built building with excellent facilities.

For more information about the academy visit:
www.djanogly.notts.sch.uk

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.