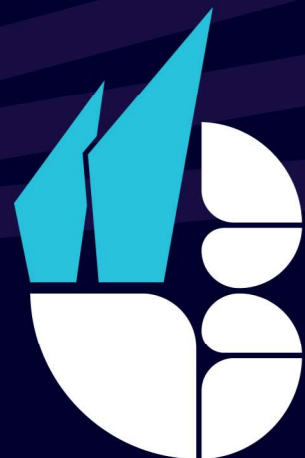


Data & Examinations Administrator

Caister Academy
April 2023



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the role of Data & Examinations Administrator at Caister Academy.

This is an exciting opportunity for a dynamic and hard-working Data & Examinations Administrator to join Caister Academy. The successful candidate will embody our core values of Ambition, Opportunity, Character and Community. This role will be particularly suited to professionals with excellent interpersonal skills, high standards of presentation and a sharp eye for detail, who are looking to apply their skills in an educational setting. You will need a good knowledge of the Microsoft packages including Word, Excel and Publisher as well as Adobe Reader. You will be the first port of call for our visitors, both face to face and via telephone and so a sunny and welcoming personality is a must.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just 20 miles from the vibrant and historical city of Norwich. It is well regarded for excellence in performing arts and English, with aspirations to lead nationally in all areas. As part of Creative Education Trust we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level.

We are looking for a colleague who:

- Has a **passion** for education and an ability to **communicate positively** with young people.
- Is innovative, self-motivating and able to **inspire** others.
- Has the ability to **support** colleagues in order to ensure young peoples' success.
- Has the **highest expectations** for those they work with.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return, Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network and sensible approaches to support teacher and support staffs' wellbeing and workload.

For further details, or an informal discussion about the role with Diane Foster, Data & Examinations Manager, please email them on diane.foster@caisteracademy.org.uk.

For more information on Creative Education Trust visit www.creativeeducationtrust.org.uk.

Closing date for application: **Midday on Friday 10 March 2023**

Interview date: TBC

We will hold interviews as soon as we have received enough applications from suitably qualified applicants. If a successful appointment is not made, then we will repeat the process. Please do not hesitate to contact Diane Foster if you would like an update on your application and details of a potential interview date. We reserve the right to close the vacancy at any time if a suitable candidate is found, and so would encourage you to submit your applications as early as possible.

I look forward to receiving your application.

Yours faithfully

Ben Driver
Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk



ABOUT CAISTER ACADEMY

We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in the village Caister-on Sea on the outskirts of Great Yarmouth and bordering on The Norfolk Broads. The school is located on the coast, with the beach being 500m away and an exciting wind turbine project on our doorstep.

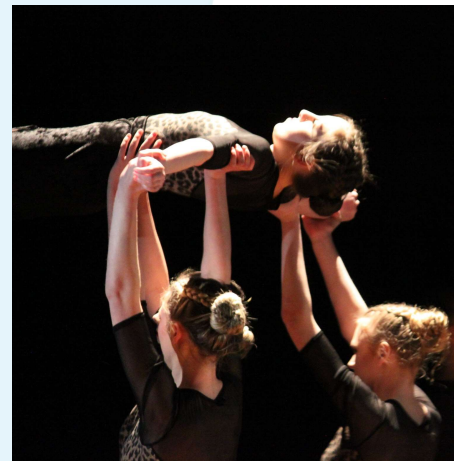
Since March 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

Caister Academy joined Creative Education Trust in March 2015. The Academy network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Caister-academy>

Data & Examinations Administrator

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

SALARY

CAI Scale 3 point 5 - 6

Term Time + 2

CORE PURPOSE

To provide high quality and efficient administration to the Academy that exemplifies the Academy's core values of Ambition, Opportunity, Character and Community.

REPORTING LINES

The post will report to the **Data & Examinations Manager**

KEY RESPONSIBILITIES

DATA ADMINISTRATOR

- To accurately process pupil data on the academy's MIS system, including the annual pupil data Checking.
- To accurately input new in year Admissions details onto the MIS system.
- Create and receive CTF files to/from other schools/academies.
- To liaise with the all stakeholders about their data requirements.
- To work with the Data & Examinations Manager and Assessment to generate and populate relevant reports through Arbor.
- To schedule and check completion of reports using Arbor
- To produce data reports for various stakeholders accurately and efficiently.

- To support the Data & Examinations manager to produce the students' timetables and sets and keep updated within the academic year.

- Produce and distribute pupil's timetables.

- Maintain/update parental contact details on Arbor.

- Enter targets for pupils onto Arbor.

- Data input/export (including GL Assessment and SmartGrade results, and FFT student information onto Arbor as required).

- Creating Pupil's Unique Learner Numbers (ULNs).

- Create pupil examination resources and timetables

- To support in the production and submission of the 3 annual school pupil census returns.

- To provide a high standard of word processing and clerical support to the academy, its teachers, and pupils by working flexibly with other administrative staff, ensure that duties are carried out efficiently and effectively.

EXAMINATIONS ADMINISTRATION

- To support the examinations officer in the effective running of examinations

ADDITIONAL RESPONSIBILITIES

- Maintain a prominent visible presence within the academy on a daily basis
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.

- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation, and punctuality.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students.
- Consider and care for the health and safety of themselves, colleagues, and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc.
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.

VARIATION IN ROLE

- Undertake other duties;
 - commensurate to the post holder's abilities, position, and grade, as requested by the Principal or line manager,
 - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, considering individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

I have read this job description and fully understand all my job duties and responsibilities. I understand that these may be subject to change due to the needs of the academy and that any changes will be done through consultation with me.

Signed
(employee):
Print name:
Date:

Signed (line manager)
Print Name:
Date:

You can find out more at:

www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Very good numeracy/literacy skills/GCSE grade C or equivalent in English & maths. 	<ul style="list-style-type: none"> • Evidence of continuing professional development
EXPERIENCE	<ul style="list-style-type: none"> • Experience in the use of MIS systems. • Experience in the administration of data with a track record of accuracy and efficiency. • Experience in the creation of data reports for stakeholders. 	<ul style="list-style-type: none"> • Experience of data administration in an educational setting. • Experience of using FFT Aspire for target setting. • Experience of using Arbor, SmartGrade or other educational MIS systems.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Awareness and commitment to safeguarding and promoting the welfare of children • Knowledge of academic data, including grading systems. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Good ICT, oral and written communication skills. • Excellent office365 (specifically Excel) skills. • Ability to work effectively as part of a team. • Ability to work on own initiative. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive Professionalism. • Willingness to reflect upon his/her experiences in a critical and constructive manner. • Ability to work methodically and good attention to details. 	<ul style="list-style-type: none"> • Willingness to develop own understanding and capability through advice and training
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality, and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS		<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:
www.creativeeducationtrust.org.uk