

Abbey Grange C of E Academy

Recruitment Application Pack

Data and Exams Assistant

Ref: MAY20236294



A member of





Contents

Welcome Letter

Advert

Application Process

Job Description

Person Specification

Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



Helen Patten & Catherine Garrett
Co-Chief Executive Officers

Welcome

Abbey Grange Church of England Academy is a thriving, highly successful and over-subscribed 11-18 secondary school which became an academy in 2011, and a founder member of the Abbey Multi Academy Trust in 2014. Abbey Grange wholeheartedly follows the Church of England's vision for education to 'live life in all its fullness' (John 10:10).

Our academy serves communities right across the city of Leeds, with students coming from over 70 different primary schools, and over 70 different home languages spoken. Families choose us for our unique ethos of inclusivity and our celebration of diversity. Our staff work together to challenge students academically, support them pastorally and help them develop socially and spiritually. Our safe, caring, Christian environment underpins absolutely everything we do ensuring we all continually strive for excellence and work to prepare students, not only for success whilst at school but sustain them in life after school. Our students flourish in an environment which is welcoming, caring, calm, disciplined, inspiring and powerful.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower', and we are well on our way to achieving this. Ofsted graded us a 'good' school in March 2021, and we celebrated our GCSE results in 2022 with 68% of our students achieving 5-9 in English and Maths, and an above average Progress 8 score of +0.59. We have an incredibly popular Sixth Form with over 400 students studying a wide range of A Levels and BTECs. The destinations data for Sixth Form students reflects the high aspirations we have for our students and the aspirations of our families and students themselves.

We seek to attract positive, ambitious, and hard-working staff who have high expectations for student progress, attainment, behaviour, and character. By following Jesus' call to life in all its fullness, we recruit positive, enthusiastic, passionate caring staff who bring to life the lessons they teach.

Ofsted tells us that our students "enjoy school" and crucially that they "want to come to school". This is reflected in our fantastic rates of attendance. Students can focus on work without disruption due to our high expectations for behaviour and benefit from the calm, positive learning atmosphere in classrooms. Our staff encourage students to learn to be intolerant of intolerance and to behave in an exemplary way inside and outside the academy.

Our staff are exceptional at nurturing our students, preparing them for life and being there to help them pick themselves up when they fall, empowering them to reach for the stars by gaining outstanding qualifications, and aspiring them to be the best version of themselves that they can be.

I look forward to receiving your application.

Simon Prinsep
Principal
Abbey Grange Church of England Academy

*Abbey Grange has given me
the tools to dream big
and believe that I can
achieve anything in life.*

Student



Position:	Data and Exams Assistant
Nature of contract:	Permanent
FTE salary:	B1 Point 4-6, £21,189 - £21,968
Actual Salary:	£18,591 - £19,274
Working hours:	37 hours per week, Term Time Only plus 10 days. (40 weeks)

We are seeking to appoint an outstanding Data and Exams Assistant, to join our hardworking and dedicated Exams and Office Team. You will be capable of delivering outstanding and inspirational support to our staff and students.

This is an exciting opportunity for a Data and Exams Assistant to join our academy where new initiatives are welcomed and encouraged. As a Data and Exams Assistant, you will support the exams officer with delivering and administering high quality A Level, GCSE and Btec exams alongside End of Year Exams for other year groups and mock exams. You will also support staff across the academy with Arbor, our School Data Management System and support staff who use it for reporting to parents, data entry, admissions, etc.,

As our new Data and Exams Assistant we will nurture, challenge and support you throughout your career here at Abbey Grange C of E Academy. The post offers an opportunity to join an Exams and Office Team where creativity, innovation and the ability to work effectively in a team is valued.

You will be:

- An individual looking to develop your career within a supportive team
- Able to lead and support staff across the academy and trust to ensure students meet their full potential.
- Inspirational to colleagues and students – sharing best practice
- Able to set high expectations in line with Academy ethos and values.
- Able to model the vision and values of the Academy, ensuring delivery of our mission to work in Partnership to Educate, Nurture and Empower.

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk.

Find out about more about Abbey Grange Academy by visiting www.abbeygrangeacademy.co.uk. The academy Safeguarding and Child Protection Policy is available [here](#).

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged, this can be arranged by contacting Katie Paxton via kpaxton@abbeygrangeacademy.co.uk If you have any questions about the recruitment process, please email recruitment@abbeytrust.org.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: **Monday 03 July at 9am**

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job title:	Data and Exams Assistant
Salary scale:	B1 Point 4 - 6 £21,189 - £21,968
Working hours:	37 hours per week, Term Time Only plus 10 days. (40 weeks)
Reporting to:	Assistant Principal: Achievement, Assessment and Standards/ Data and Exams Manager

Overall purpose of the post:

To be support the Exams Officer, Office Team and Staff at the academy with data and exams admin.

Key responsibilities:

Key responsibilities:

- To support the senior leadership team, exams officer and office staff daily with delivering high performing, flexible and effective data and assessment services that meet the needs of the academy.
- Working alongside the Assistant Principal and Exams Officer, you would also ensure the efficiency of the academy's examination and assessment processes, including compliance with all Joint Council for Qualifications (JCQ) and awarding body requirements.
- You will also ensure that appropriate communication with all stakeholders and effective examination administration processes are upheld to a professionally excellent standard.
- To support leaders and staff across the schools through the use and leadership of Arbor, the academy Management Information System (MIS).
- To support with the management of SISRA.
- To support the Senior Leadership Team with data collections and coordinating student reports.
- To support with the creation of data dashboards as required.
- To maintain and manage student classes on Arbor, coordinating this process.
- Be responsible for supporting the Exams officer with the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken.
- To support with the completion of GCSE, BTEC and A Level examination process from entries through to results.
- To organise appropriate arrangements for the support of candidates with special examination requirements alongside SEND leaders.
- To deal with the process for appeals, review of results and other administrative issues linked to this.
- To support with the organisation of exam invigilators, including timetabling, allocation of work, training and ensuring that the most up to date information from JCQ is provided to them.

Key Tasks:

Educate

Teaching & Learning

- To liaise with Subject staff/Subject leaders/Achievement Directors/SLT/Academy Attendance Officer regarding student exam entries and any coursework requirements.
- To liaise with the SENCO in respect of barriers to access of students.
- To support the teaching and learning of the Academy by ensuring that administration is in place for an effective climate for learning in all settings for all students.

Achievement/ Progress

- To ensure that student records are kept up to date.
- To ensure that exam information is accurate so that students are on the correct tier of the correct exam board for that subject and year.
- To support with the exams calendar.

Empower

Staff

- To support leaders and staff across the academy with organising and accessing data, applications for exams, appeals and entries.

Students

- To support students with exam entries, exam timetables, results and post-results and appeals services.

Partnership

- To support students, parents/carers, and colleagues before during and after the normal school day to build positive relationships with all involved in the learning process.
- To work alongside the Achievement Director: Standards and the Exams Officer in the organisation of exams and assessments.
- To work alongside the Office Manager to support with administration tasks and the use of the academy's MIS System.
- To ensure effective communication between parents/carers and staff..
- To liaise with external agencies where appropriate, under the supervision of the Assistant Principal: Standards and the Office Manager.
- To work alongside the Assistant Principal: Care and Conduct in supporting students taking exams in alternative provision.
- To safeguard and promote the welfare of young people.
- To undertake any professional duties reasonably delegated by the Principal.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.

- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers and governors.
- To support parents with exam queries, results and appeals.
- To support the exams officer in the preparation and running of GCSE Results Day, A Level Results Day and Presentation Evenings.

Notes:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEOs/Principal/member of SLT or the incumbent of the post.

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate, and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality, and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade, and responsibilities of the role.

Qualifications		Essential			Desirable		
1	Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent	A	R				
2	Participate in development and training opportunities	A	R				
Professional knowledge, skills and experience		Essential			Desirable		
1	Understanding of relevant policies, codes of practice and awareness of relevant legislation	A	R	I			
3	Use of basic technology - computer, video, photocopier	A	R	I			
4	Experience of working within a secondary setting				A	R	
5	Good numeracy/literacy skills	A	R	I			
6	Ability to work constructively as part of a team	A	R	I			
7	Experience of working with or caring for young people of relevant age (11-19)				A	R	I
Professional attributes, qualities and values		Essential			Desirable		
1	Ability to build appropriate and effective professional relationships with all	A	R	I			
2	Ability to reflect critically, and respond to, performance and feedback	A	R	I			
3	Enabling the highest levels of student achievement through translating vision, ethos and values into practice	A	R	I			
4	Ability to articulate, communicate and support the Christian ethos and			I			

	values of Abbey Grange Church of England Academy						
5	Think creatively in order to anticipate and problem solve	A		I			
6	Excellent interpersonal, written and oral communication skills	A	R	I			
7	High level of emotional intelligence and self-awareness	A		I			
8	Excellent time management and organisational skills	A	R	I			
9	Inspire, challenge, motivate students and staff towards a shared vision.		R	I			
10	Foster an open, fair and equitable culture, managing conflict where necessary.		R	I			
11	A commitment to our mission and values, demonstrated by current practice	A	R	I			
12	Support for the Christian ethos of the Multi Academy Trust	A	R	I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

*The criteria will be evidenced as indicated
'A' refers to the candidate's application form and letter,
'I' to interview, and
'R' to reference*

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

Abbey Grange C of E Academy

Butcher Hill

Leeds

LS16 5EA

Tel: 0113 275 7877

Fax: 0113 275 4784

Website: www.abbeygrangeacademy.co.uk

Email: info@abbeygrangeacademy.co.uk

Abbey Multi Academy Trust

c/o Chapter House

Abbey Grange C of E Academy

Butcher Hill

Leeds

LS16 5EA

Website: www.abbeymat.co.uk

Email: enquiries@abbeytrust.org

Registered Company Number: 07705552

