



Recruitment Information Pack Data Manager and Exams Officer

Start Date: September 2023





All young people, regardless of starting point, will 'Climb the STAIRS to Greatness' at Oasis Academy South Bank. Through love, nurture and a rigorous academic focus, Oasis Academy South Bank students will ultimately be successfully and happily employed in a career with prospects and become model citizens.



Climb the **STAIRS** to Greatness



Thank you for your interest in the position of Data Manager and Exams Officer at Oasis Academy South Bank.

Our Academy opened in September 2013 with 120 students in Year 7 and has grown year on year with our Sixth Form opening in September 2018 and our founding cohort starting prestigious and exciting university courses last September.

Through love, nurture and a rigorous academic focus, our vision is to support every child and help them to achieve their full potential, becoming model citizens and future leaders. All students are welcome with us, regardless of starting point, need or complexity. We are totally inclusive and believe that all students here will 'Climb the STAIRS to Greatness' and reach our two end goals of getting their dream job and becoming a model citizen. We are unapologetically ambitious for all of our students. We put in place support and stilts to help every student meet our high expectations rather than ever lowering the bar.

We are incredibly proud of everything we have achieved in the last eight years: our dedicated, compassionate and hardworking staff team; our great outcomes and exciting destinations and most of all, the kind, well-rounded young people leaving us who go on to thrive in purposeful and challenging further education.

If you would like to apply, please complete the Application Form and Equal Opportunities monitoring form (please note that CVs are not accepted). Please ensure that you provide the name, address, and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. If you would like to know more about us, please see our website. www.oasisacademysouthbank.org. Applications must be submitted before the closing deadline of **Monday 14th August at 9am.**

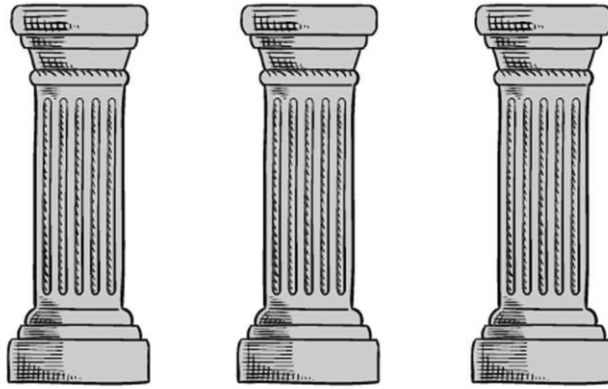
We wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely,

Anna Richardson
Principal



The three pillars of OASB staff culture



Warm and
strict

A Little Bit
Better
Every Day

Team Over
Individual



A little bit better every day

We firmly agree with Dylan William that “Every teacher needs to improve, not because they are not good enough, but because they can be even better”. We carefully cultivate a culture of continuous improvement for all staff using an instructional coaching model to make small, incremental changes in our practice.

Warm and Strict

We are united in our approach to behaviour management which means having the highest expectations for all students at all times borne out of our love and care for them and their families. We follow these rigorously and consistently, raising students up to meet our expectations rather than lowering the bar because we know that our students will be most successful in a calm, orderly school where teaching is free from disruption.

Team over Individual.

We recognise that our school is greater than its individual parts and know that we all need to pull in the same direction to have the maximum impact. We take every opportunity to celebrate each other’s successes and look out for and support our colleagues.

Job Description

POST: Data Manager and Exam Officer

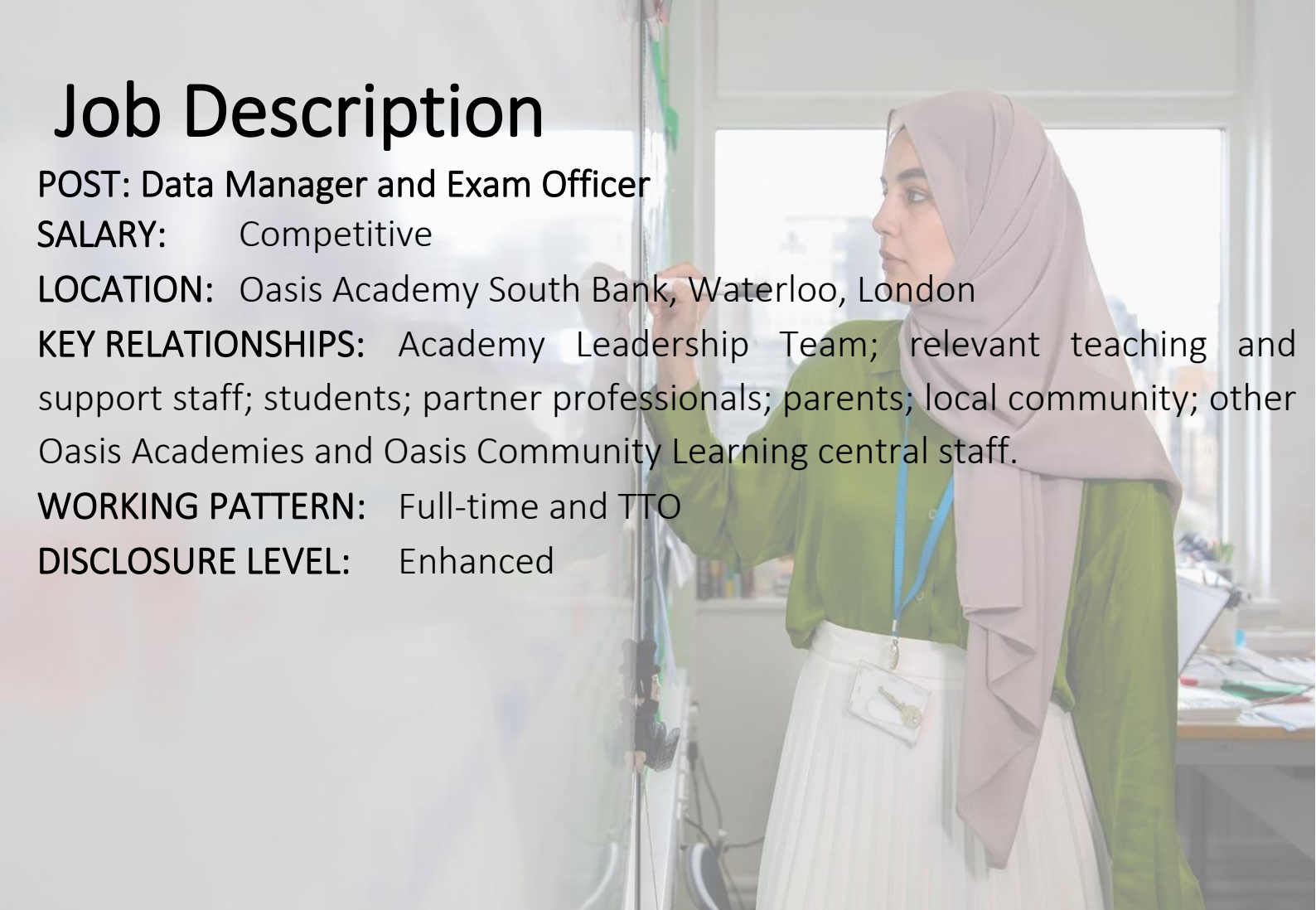
SALARY: Competitive

LOCATION: Oasis Academy South Bank, Waterloo, London

KEY RELATIONSHIPS: Academy Leadership Team; relevant teaching and support staff; students; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.

WORKING PATTERN: Full-time and TTO

DISCLOSURE LEVEL: Enhanced



- **S - Scholarship** - Post holder will have a committed and wholehearted belief that all young people, regardless of starting point, need or complexity can make outstanding progress and reach top grades at GCSE and achieve 3 good A-levels
- **T - Transformation** - Post holder will have an optimistic and positive belief that all young people can constantly change and transform into confident, ambitious, honest, happy, hard-working, respectful citizens. More widely, a desire to be part of a team that is leading community transformation. Post holder will be committed to challenging the status quo
- **A - Aspiration** - Post holder will instil in young people a belief in themselves about what is possible and will consistently act as an aspirational role model in all that they do.
- **I - Inclusion** - Post holder will fully include all children regardless of complexity, need or starting point. Post holder will be committed to including all aspects of a child's social, emotional and cultural development. Post holder will never isolate, exclude or disconnect a student or group of students.
- **R - Resilience** - Post holder will be determined, hardworking and relentless in achieving the vision and instilling the values in our school.
- **S - Social Responsibility** - Post holder will be committed to instilling a sense of responsibility for helping our community and altruistically 'giving back' to our immediate, local, national and global communities.

A. Data Manager Main Duties and Responsibilities

- Lead on the completion, accuracy and submission of the school census
- Lead on the internal assessment data input cycle every term and the production of student reports
- To work with the Assistant Principal to analyse patterns in internal assessments and complete subgroup and subject analysis. This includes using progress teaching and 4Matrix platforms
- To be the in-house lead on the school's MIS (Bromcom) and data platforms, including training and support for other staff
- Liaise with Oasis Community Learning data, assessment and reporting leads to submit accurate and timely data to the trust
- Assist other Oasis Academies with developing the rigour and accountability of their data systems
- Create personalised tracking for individual subjects to monitor progress of coursework + assessments
- Maintain staffing database on Bromcom as well as student registers
- Process Secondary school applications from Tribal
- Assist the attendance team with data transfers between Bromcom and the SoL Tracker.

B. Examination Officer Main Duties and Responsibilities

- To lead on the organization, and administration of public examinations
- Schedule, room, staff and run logistics for OASB mock exam weeks (for Y11 students x2 per year) and for external exam weeks (May-June)
- Prepare for and run inspections from the exam boards to maintain exam centre status
- Use exams organiser and maintain base data
- Produce exams results letters + run results day, including being present and available on and around (day before and day of) results days
- Maintain relationships with exam boards
- Complete AAO (Access arrangements online/SEN documentation for exams)
- Liaise with, and work alongside, the SEN coordinator regarding candidates with SEN
- Applying to awarding bodies for special arrangements for necessary candidates
- The post holder will advise teachers on coursework/controlled assessment rules and regulations
- Oversee the administration of coursework programmes, and provide a support service to course leaders in order to achieve a satisfactory assessment of students work
- Ensure that all examination paperwork and examination papers are submitted to deadlines
- Liaising with Heads of Department and SLT regarding examination entries
- Co-ordinate the moderation timetable for coursework
 - Ensure that packages of course work are sent to moderators
 - Ensure that examination scripts are sent to examiners
 - Liaise with Finance colleagues to ensure that course and examination fees are paid
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Co-ordinating the examination timetable by planning and supervising the examination timetable in order to ensure that examinations are properly invigilated under the correct conditions, especially in the case of clashes
- Create an invigilation timetable in conjunction with the member of the Leadership team responsible for the teaching timetable.
- Where necessary, recruit and train exam invigilators to ensure an effective provision within the Academy.
- Take receipt of and store question papers, tapes and other materials and release them for use at the correct time ensuring high levels of data security.
- Manage and maintain the exam store, ensuring it is fully compliant
- Managing the daily running of all external examinations ensuring that all the required materials and equipment is available within the examination rooms and arrangement for candidates with access arrangements are in place.

- Liaise with the Academy Operations Manager for setting up exam table & chairs in appropriate rooms
- Provide a centre timetable to include dates, times, venues and number of candidates.
- Briefing staff on regulations and guidelines, ensuring candidates are aware of their own examination timetables
- Produce analysis of results using the DFEs published statistics for comparisons
- Overseeing the distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Working with the SLT to request scripts and remarks where necessary
- Keep up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc. and keeping up to date with the latest procedures and regulations for external examinations.
- Arranging external examinations for non-curriculum subjects, including community languages.
- The post holder will monitor the examination budget in order to ensure that funds are spent effectively

C. Safeguarding Children and Young People

Oasis Academy South Bank is 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 an enhanced DBS check.

Other:

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.

Person Specification

Data Manager and Exams Officer Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

	Essential	Desirable
Qualifications	A good level of English and Maths	
Vision and Values Alignment	<ul style="list-style-type: none"> • Commitment to the belief that all young people, regardless of starting point, need or complexity will become employed in a career with prospects • Wholehearted belief and commitment that 9-7 grades are achievable by all students with the correct culture, curriculum and intervention • Wholehearted belief that ability or intellect is not fixed, but incremental, and can always be improved 	
Vision and Values Alignment	<ul style="list-style-type: none"> • Common shared understanding that the following core values are crucial to the success of a student: <ul style="list-style-type: none"> • S-Scholarship • T-Transformation • A-Aspiration • I-Inclusion • R-Resilience • S-Social Responsibility 	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Experience of working in a professional environment • Experience of working with databases and inputting data accurately • Flexible and willing to take on a variety of roles outside of JD • Self-Starter and proactive • Adaptable and flexible • Experience of working with Microsoft Office in particular Excel • Willingness to work under pressure and meet quick time deadlines 	<ul style="list-style-type: none"> • Experience of working in a school setting • Experience of administering GCSE and A level examinations, including entries and reviews of marking • Experience of using data platforms progress teaching and 4matrix • Experience of using Bromcom MIS

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Self-starter and self-motivated to proactively implement areas of the Academy development in line with the strategic development plan • Excellent oral and written communication skills • Ability to be flexible and willingness to take on innovations and roles • Ability to organize workload, prioritise, meet deadlines and follow tasks to successful conclusion • Ability to set and meet ambitious, challenging goals and targets • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Ability to diffuse conflict • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Able to deal with sensitive information in a confidential manner • Adaptable and flexible • Excellent personal presentation • Optimism and ambition 	<ul style="list-style-type: none"> • Desire to play a wider role in school improvement • Ability to anticipate problems and solve them creatively



Oasis Community Learning is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Oasis Academy South Bank is actively working to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.



