



Information Pack

Data and Exams Manager



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

Bravery | Respect | Integrity | Drive | Grit | Excellence

CONTENTS

Letter from Mr C. Brown, Principal.....	3
The Bridge Academy Mission, Vision and Values	4
Staff Rewards & Benefits	5
Job Description.....	8
Advert Information.....	12

Dear Applicant,

Thank you for requesting an Information Pack for the post of **Data and Exams Manager**.

The Bridge Academy is a diverse and vibrant school that is rapidly improving and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, outlined on page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

We look forward to receiving your application by the closing date: **9:00am on Friday 7th July 2017**.

Thank you again for your interest in this position.

Yours faithfully,



Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Bravery: We meet our fears head on. We embrace challenges in order to thrive

Respect: We value everyone equally. We treat others as we would wish to be treated

Integrity: We do the right thing, even if no one is watching

Drive: We are determined to succeed. We never stop trying to get better.

Grit: We never give up, even when things get tough

Excellence: We go above and beyond, without excuses, to achieve the best.

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies – we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries for both Teaching & Support staff, (Inner London Weighting) including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. This card gives priority booking for events at the Barbican with no booking fees, unlimited access to exhibitions, discount on cinema tickets and special offers in the restaurants and bars. 25% off selected music and theatre events, 25% off all new release films, 15% off all Barbican bars and restaurants except Searcy's and Benugo.

Childcare

<http://www.childcarevouchers.co.uk/>

We understand that the cost of having children doesn't stop at keeping them cared for while you're at work. That's why you can choose to take part of your salary in Childcare Vouchers to take advantage of important tax and National Insurance savings.

- You enroll on the scheme by completing a salary sacrifice agreement.
- You receive a welcome pack, with details for your carer if they aren't already affiliated with the scheme.
- You receive paper vouchers which you give to your childcare provider. They then return them to Edenred for redemption.

Some of our staff choose to make use of the very nearby nursery at Hackney Community College which is graded Good by Ofsted and has very competitive rates. It is close enough to drop off your child and walk to work easily.

Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a set 12 month period.

Gift Vouchers for 100% Attendance

We really value the commitment of staff members to each working day and as a token of this, each term, staff who have achieved 100% attendance participate in a selection of prize draws, offering them the prospect of winning £100 worth of vouchers from top stores including online internet sites such as Amazon.

Health Matters Portal

The well-being portal is in partnership with our sponsor, UBS. This site hosts a wide range of health and wellbeing topics and resources for all staff to access online. The site includes articles on topics such as healthy eating, fitness, smoking and drinking, health at work, mental wellbeing, travel advice, health issues, with a wealth of links to further information and other well-known sites.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

Work and Family Webinars

Staff members have access to webinars on a range of subjects relating to family life. These webinars run live during the day, but can be accessed at any time after the event.

JOB DESCRIPTION

Job Title:	Data and Exams Manager
Reporting to:	Vice Principal
Salary Scale Range:	Point 43 - 47
Working Hours:	Full Time, 37.5 hours per week, 8:00am - 4:00pm.
Annual Leave Entitlement:	25 days Per Academic Year
Date Reviewed:	June 2017

Job Purpose

The main purpose of the role is to take responsibility for the management, administration and maintenance of the student systems and processes within the Academy. The post holder will:

- Support the Academy leadership in developing the use of data across the Academy.
- Ensure the management, organisation and administration of external examinations in accordance with the regulations set by the awarding bodies.
- Maintain robust systems for the administration of exams and the use of data.
- Line manage the Data and Exams Officer.

Key Responsibilities

1. Planning

- Developing the annual plan of data collection, system integrations (examinations, results), performance analysis and reporting.
- Planning the examination year and ensuring that Award Body deadlines are met.
- Supporting Departmental Heads in student data reviews and performance analysis and interpretation.
- Maintaining contextual data on the demographics of the borough, performance of schools overall and comparisons for future reviews, liaising with external parties where necessary.
- Developing the Academy's use of data for the Senior Leadership Team, Human Resources and teaching staff.

2. Data Management

- Compliance with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Supervising all data input processes including validation reviews.
- Updating the annual transfer of data as students' progress each year.
- Maintaining the history of attainment for comparative purposes.

- Ensuring that all data from external sources is uploaded effectively and validated.
- Creating and maintaining systems to provide data to inform the Senior Leadership Team on value added performance of individual subjects and departments.

3. Management of the Exam Process

- Liaison with key staff (Senior Leadership Team, Heads of Learning Areas and Subject Leaders) in relation to all aspects of examination regulations and procedures, (including exam entries, management of examinations and the collation of results).
- Communication with staff and students to ensure that examination entries are accurate.
- Management of a team of exam invigilators (either employed directly or recruited through an external agency).
- Ensuring all aspects of the access arrangements are well managed, and that records are up to date and ready for inspection.
- Management of special consideration requests and liaison with parents and candidates.
- Resolution of issues (e.g. exam clashes) in the timetabling of examinations.
- Managing the daily running of examinations supported by the Senior Leadership Team.
- Managing any irregularities or incidences of misconduct.
- Downloading and managing the process of publishing results on the results publications dates (to include the analysis of results for leadership in the Academy).
- Management of queries (e.g. remarks, requests for papers) following the publication of results.

4. Reporting

- Building systems for regular student reporting and preparing performance reporting and targets.
- Maintaining all data records, their validation and operational process controls.
- Advising and assisting the Vice Principal in reporting to School Improvement Partners, Governors, School Development Advisors and Ofsted Inspectors in target setting and detailed analysis of school performance.
- Completing all statutory reporting requirements. I.e. School Census and to assist the Human Resources Manager with the School Workforce Census where necessary.

5. Systems and Processes

- Maintaining and updating the student database procedures manual and documented processes integrating the use of feeder systems.
- Securing effective support with the system supplier for updates and training.
- Setting up each academic year and migrating data as necessary.
- Supporting the timetabling system, examination systems and other feeder systems as required.

- Helping to maintain Easytrace and ParentPay, adding students and staff on the system and taking student photos.

6. Training

- Supporting middle leaders by delivering training on data and examinations. I.e. analysis, reporting procedures etc.
- Supporting the Senior Leadership Team in delivering training for analysis.
- Training staff on MIS and other data systems including Excel.

7. Other

To carry out duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Line Manager and the Principal as and when required.

JOB SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Educated to Degree Level or equivalent.		✓
IT related Course/Diploma.		✓
3-5 years systems management experience.	✓	
Planning data collection and reporting needs.	✓	
Data management and statistical analysis.	✓	
Ideally, Exams Officer experience, but not essential.		
SKILLS AND KNOWLEDGE		
Documentation of processes and audit controls.	✓	
Proficient in IT /Data Systems (SIMS Software), Microsoft Office, accounting systems etc.	✓	
Methodical and analytical skills.	✓	
Strong numeric skills and attention to detail.	✓	
Excellent communication skills both written and oral.	✓	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	✓	
PERSONAL QUALITIES		
Strong commitment to excellent service delivery.	✓	
Team player with an interest in supporting team development.	✓	
Able to work under pressure, prioritise, manage time effectively and meet deadlines.	✓	
Adaptability to changing circumstances and new ideas	✓	

Data and Exams Manager

Dates:	Apply by 9:00am on Friday 7 th July 2017
Job start:	September 2017
Location:	South Hackney
Salary range:	£42,685 - £46,507
Contract type:	Full time, 37.5 hours per week, 8:00am – 4:00pm
Contract term:	Permanent

Do you want to join a team that believe every child deserves the chance to succeed and will work hard to make sure that happens? Do you want to join a school that is rapidly improving and is focused on securing excellence for all of our students and staff?

The Bridge Academy is the most improved secondary school in Hackney with progress in the top 15% nationally. We are looking for highly skilled individuals to join our team as we work towards achieving our mission: to ensure that all our students will go on to university or a high quality equivalent, thrive in their chosen field and live a great life.

We value our staff and know how important their well-being is. We have a collaborative approach to planning, supportive professional development and are always looking at ways to address workload.

We are currently seeking a Data and Exams Manager, who will be responsible for the management, administration and maintenance of student systems and processes within the Academy. The successful candidate will have a minimum of 3 years systems management experience, and a strong commitment to excellent service delivery.

This is a great opportunity for someone who is passionate about attaining the highest standards. If you are up for the challenge, then we would love to hear from you.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download the information pack, and complete the online application form.

The deadline for applications is: 9:00am on Friday 7th July 2017.

The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.