



# APPLICATION PACK

**ROLE:** Data and Examinations Administrator

**START DATE:** January 2022

**SALARY:** Grade 6 (SCP 7-11) Salary £17,425

**HOURS:** : 37 Hours, term time plus 5 days

**Moor End Academy**  
Dryclough Road  
Crosland Moor  
Huddersfield  
HD4 5JA

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Principal: Mr Kash Rafiq

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### ***'A word from the Principal'***



Dear Applicant,

Firstly, thank you for your interest in working at Moor End Academy. If you're impressed by our work, understand our vision and want to be a part of our community, then we are keen to hear from you.

As an outstanding and accredited 'World Class School', our vision is simply to maximise every child's potential to ensure we can say with confidence that we gave every student his or her GCSE passport to success. Our motivation is to ensure that positive relationships are at the core of what we do every day, along with high quality teaching and pastoral care overseen by strong and passionate leadership.

To me, it's essential that all members of our school community put in the time and energy to bring the ethos to life. It's important to me that everyone who steps through our doors: staff, students and parents are excited to be here! This attitude enables us to meet our goal of providing a world class education in a positive, fun, and nurturing environment.

We want to expand our family of committed and skilled people, who will directly benefit the futures of our next generation. If you wish to discuss any of the opportunities we have on offer, please contact us at [jharrison@edu.moorend.org](mailto:jharrison@edu.moorend.org) or call 01484 222230.

Please enjoy reading further, and we look forward to hearing from you.

Yours sincerely,



Mr Kash Rafiq  
**Principal**

## ***Important Safeguarding notice/ Statement of Intent***

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.



Moor End is a converter academy that opened on 17<sup>th</sup> August 2011. We converted as an outstanding school. Prior to this we were a community school. Our CEO, Jane Acklam is a National Leader of Education. Under these designations we play a leading role in the training and professional development of teachers and contribute towards the raising of standards across the school system through school to school support. Moor End is an award winning academy and has continued to be recognised by Ofsted as 'outstanding'.

At Moor End we have the secondary resourced provision for students within Kirklees with vision impairment, with a capacity for 12 fixed-term places and 2 transitional places. Students within the provision attend mainstream lessons and are fully integrated in to Academy life. In addition to these places, the team also supports over 80 students, across secondary schools in Kirklees, in an outreach capacity. The team consists of highly skilled Teachers, Technicians and Educational Teaching Assistants who support the students' access to the curriculum. Students in the provision also access a personalised additional curriculum, which supports their independence, including, amongst others, mobility, braille and touch-typing.

We have a number of experienced and skilled Educational Teaching Assistants who support students and classes that require additional adult support to access the curriculum. English and Maths have their own dedicated teaching assistant whilst the other teaching assistants are managed, supported, trained and allocated through the special educational needs department.

We are an 11-16 mixed comprehensive academy with 1000 students on roll. In 2015, Woodside Pre School opened in the grounds of Moor End Academy. Woodside Pre School serves 2-4 year olds and has a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted, with the inspection report stating 'Children of all abilities make good progress from their different starting points. They are eager to take part and are well prepared for the next steps in their learning.'

Beaumont Primary Academy opened its doors for the first time in September 2016 and the staff and students moved into their fantastic new building which is on our Dryclough site on September 2018. For more information please see [www.beaumontprimary.org.uk](http://www.beaumontprimary.org.uk).

The academy draws the majority of its admissions from the local area. We are held in high regard locally and regionally. The academy's mission is for all young people at Moor End to ensure we can confidently say, "We gave every student his or her GCSE passport to success." We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and become the leaders of tomorrow.

We serve a highly deprived area of Huddersfield. Over 70% of our students come from ethnic minority backgrounds and we usually have around 10% of our cohort who are either new arrivals to the country, asylum seekers/refugees or other foreign nationals. 49.4% of our students have a first language that is not English. 38% of our students start education at Moor End Academy as lower attaining students, yet when they leave, over two thirds make better than national average progress. Eleven years in formal education should not be wasted. The majority of our learners stay in education post 16 at the further education colleges within Huddersfield.



South Pennine Academies Trust has grown from strength to strength with ten primary and secondary schools that have shared vision of:

- *Strong and effective leadership*
- *High performing staff*
- *Successful students*
- *Engaged community*

South Pennine Academies believe in school improvement through a partnership model; this brings expertise and capacity to the school improvement agenda. Whilst Moor End Academy retains its own characteristics and ethos, it benefits immensely from school partnership working. The shared working provides exceptional cross phase, subject to subject and leadership development opportunities to staff across the trust. You can expect the highest quality professional development at not only Moor End Academy, but also trust wide.

For more information visit <http://www.southpennineacademies.org/>

Safer Recruitment Policy visit [https://www.moorend.org/\\_Academy/Policies](https://www.moorend.org/_Academy/Policies)

Safeguarding and Child protection policy [https://www.moorend.org/\\_Academy/Policies](https://www.moorend.org/_Academy/Policies)

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## Dryclough Campus

Campus development at our Dryclough site continues to be an exciting development, with Moor End Academy just one part of a vibrant campus, which includes;

**Woodside Pre School** - this serves 2–4 year olds and is a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted. For more information please see <http://woodsideps.org.uk/>

**Beaumont Primary Academy** - the country's first Presumption Free School, opened its doors for the first time in September 2016. This primary provision currently accommodates up to 90 places this year. A new state of the art school building will open its doors in September 2018 with a capacity eventually for up to 630 children. For more information please see [www.beaumontprimary.org.uk](http://www.beaumontprimary.org.uk)

**Huddersfield Horizon School Centred Initial Teacher Training (SCITT)** - "Huddersfield Horizon" teacher training base is situated on the Dryclough campus. For more information please see <https://huddersfieldhorizon.com/>



## JOINING MOOR END ACADEMY

- Moor End Academy is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of Moor End Academy has access to the Teachers' Pension Scheme or West Yorkshire Pension Fund.
- **Smart Clinic** - The Academy uses Smart Clinic as our cover insurer and included in this is a number of wellbeing benefits for all members of staff. These benefits include a counselling service, physiotherapy, a virtual GP service and much more.
- **Wellbeing Benefits** including annual flu vaccinations, staff exercise classes and much more!



## LOCAL INFORMATION



**Huddersfield** is a large market town in the Metropolitan Borough of Kirklees, in West Yorkshire, England, halfway between Leeds and Manchester. It lies 190 miles north (310 km) of London, and 10.3 miles (16.6 km) south of Bradford, the nearest city.

Moor End Academy is easily reached from Barnsley (18 miles), Penistone (13 miles), Holmfirth (6 miles), Wakefield (15 Miles), Bradford (15 miles), Oldham (17 Miles), Rochdale (22 miles), Hebden Bridge (16 miles), Halifax (10 miles), and Leeds (20 miles). Moor End is just a few miles south of the town centre.



Huddersfield is near the confluence of the River Colne and the River Holme. Located within the historic county boundaries of the West Riding of Yorkshire, according to the 2001 Census it was the 10th largest town in the UK and with a total resident population of 146,234. The town is known for its role in the Industrial Revolution, for being the birthplace of rugby league and birthplace of the British Prime Minister, Harold Wilson.

Within our own catchment is the breath-taking, Beaumont Park that was bequeathed to the town in the 1880s, by the Henry Ralph Beaumont ('Beaumont's of Whitley' estate) and was opened on 13 October 1883, by Prince Leopold, fourth son of Queen Victoria, and his wife Princess Helena of Waldeck and Pymont (The Duke and Duchess of Albany). It is a fine example of a Victorian era public park with water cascades, bandstand and woodland. The academy has a working relationship with the Friends of Beaumont Park.

Huddersfield is a town known for sport, home to the rugby league team, Huddersfield Giants, founded in 1895 and Huddersfield Town F.C., founded in 1908. Many of the staff



are keen supporters. The town is also well known for excellent cycling facilities around the local area and many cycle lanes. Tour de France 2014 came to Huddersfield during the second stage, which was 125 miles long, including perhaps the most famous climb in British cycling - up Holme Moss, near Huddersfield. It also passed through Holmfirth, famous as the location of the long-running BBC comedy Last of the Summer Wine. The town is home to the University of Huddersfield and the sixth form colleges Greenhead College, Kirklees College and Huddersfield New College. Huddersfield is a town of Victorian architecture and beauty. Huddersfield railway station is a Grade I listed

building described by John Betjeman as 'the most splendid station facade in England' second only to St Pancras, London. The station is less than 2 miles from the academy.

### Banks

Many of the national banks and building societies have branches not only in the town centre but also in many of the outlying village areas. And.... Finally shopping! The town hosts a range of shopping experiences from a haven for independent shopping, Byram Arcade which is the town's oldest Victorian arcade and a great place to visit. It is spread over three floors, in the heart of the town centre and home to specialist shops selling fashion, vintage, arts, crafts, and gifts, plus several cafés. To, the Kingsgate Centre, undercover shopping with all the expected high street brands. The full range of supermarkets and a market are also available in the town.



## WHY JOIN THE DATA & EXAMS TEAM?

At Moor End Academy, we pride ourselves on how we use data to identify strengths and areas for development, and act so that underperformance is addressed quickly and effectively. The data and exams team has a high profile around the academy, and is overseen by the Vice Principal for Learning, Teaching and Outcomes. Our Data Analyst is highly skilled in the use of a number of platforms, and produced high-level reports for teachers and leaders at all levels. As a data-rich academy, where we ensure that both teaching and intervention planning is driven by a breadth of accurate and timely diagnostic data, we are seeking a Data and Examinations Administrator to support this work.

In addition to the support offered to the Data Analyst, there would also be a number of administrative tasks to support us in the planning and delivery of internal assessments and mock examinations, as well as external examinations such as GCSEs. This work would require you to be highly organised and have excellent communication and time management skills as all key stakeholders would need to be kept informed of relevant information and procedures.

As Data and Examinations Administrator, you would be working as part of a close team alongside the exams officer, and the data analyst. The Data Analyst would line manage you directly, and be heavily involved with all monitoring and quality assurance processes. The ability to innovate, and stay up to date with current educational trends and any changes to accountability measures/outcomes will also be key to success in this role.

Within the academy, we are rich in data, and have some highly skilled staff who are able to use this effectively to improve outcomes for our students. We need somebody to join the team who is passionate about data and its purpose, and who can share this data with staff so that they can use it meaningfully and for measurable impact. If you think that you have the right skills to join us, and be a driving force behind our results improving year on year, then please do not hesitate to submit an application.

# THE SELECTION PROCESS

## How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Data and Examinations Administrator** at Moor End Academy, then you should;

- Follow the TES link to complete the online application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of Moor End.
- Submit your application by Monday 13<sup>th</sup> December 2021 at 9.00am. *Late applications will not be considered.*

## Time table for the selection process

- Closing date for applications: Monday 13<sup>th</sup> December 2021
- References requested: Following shortlisting
- Interview Date: **TBC**

### **Please note: Visiting the Academy**

To ensure a fair process we will not be offering tours or visits to the academy prior to short listing. The opportunity to tour the academy etc. will form part of the interview process.

If you have not been contacted within the timescales outlined above, we regret that you will not have been offered an interview on this occasion and feedback from paper applications is not provided.

Successful applicants will be required to undertake a Criminal Record Check via the Disclosure and Barring Service. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Moor End Academy**

**POST TITLE:** Data and Examinations Administrator

**GRADE/SCALE:** Grade 6 (SCP 7-11)

### **PURPOSE OF POST**

To support the Data Analyst in providing timely and accurate data, and data analysis, to use alongside middle and senior leaders to effectively identify trends and patterns which will inform interventions.

To support with administrative and planning elements of internal assessments, mock examinations, and external examinations.

To develop and maintain school analysis software so that the Academy can communicate progress effectively to all stakeholders.

### **KEY AREAS**

1. School Data Analysis
2. Examination administration
3. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. School Data Analysis**

- To be skilled and confident in the use of Microsoft Excel including the use of formulae, producing graphs and pivot tables.
- To be able to key information and data into high level reports.
- To have good communication skills – should be happy to approach teachers in order to chase up missing data.
- To have an understanding/experience of manipulating and formatting data into compatible files, and have experience of moving data from one system to another.
- To produce student data reports for parents and carers, providing both academic progress data, and information about attitudes to learning.
- To have or develop a basic understanding of school management system SIMS would be desirable.
- The ability to work to deadlines/produce information quickly, efficiently and in a way that is easily understood.
- To keep up to date with new regulation and changes to accountability measures/outcomes.
- To be responsible for the inputting of student monitoring information and for the production of monitoring grade information.
- To update data reporting and recording systems to reflect changes at MAT and national level to assessment.

#### **2. Examination administration**

- To oversee exam venue set up, room change bookings, sorting student exam ID in line with seating plan.
- To be confident checking and amending schedules.
- To support with logging and sorting papers for exam series, and help with chasing up papers/information from teachers for internal assessments and mock examinations.
- Checking and sorting exam certificates.
- Printing and distributing student exam timetables and mock examination papers.
- To order and process external based assessment papers. Must be comfortable with the use of internal finance system for purchasing.
- To coordinate invigilation of mock examinations and external examinations.

### **3 GENERAL**

To provide administrative support to the Educational Visits Manager. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

The post holder's duties must at all times be carried out in compliance with the Academies Equal Opportunities Policy and other policies designed to protect employees from harassment.

Take reasonable care of health and safety of self, other persons and resources whilst at work.

Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed e.g. operate safe working practices.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards or employees. The post holder should also counteract such practice or behaviour by challenging or reporting it.

Other areas/duties as directed by the Principal.

As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

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**RESPONSIBLE TO:**      **Data and Curriculum Manager**

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**RESPONSIBLE FOR:**      **None**

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<b>JD Prepared / Amended</b>	<b>30 November 2021</b>
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**Moor End Academy**
**GRADE:**
**6**
**Data Administrator**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Previous experience of Data Management, and producing Statistical and Analytic Data.	Application Form / Interview	A
		1.2	Experience of working under pressure to meet tight deadlines	Application Form / Interview	A
		1.3	Previous School/Academy experience.	Application form / Interview	A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Good general education with appropriate grades in GCSE (or equivalent) Maths and English.	Application Form	A
		2.2	Qualification/training/experience in the use of Microsoft Packages	Application Form/ Selection process/ Interview	A
		2.3	Experience of SIMS, 4Matrix and SISRA	Application Form	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.2	Knowledge of spreadsheets and databases.	Application Form / selection Process	A

		3.3	Appreciation of the need to maintain the strictest confidentiality about all matters concerning school.	Selection Process / Interview	A
		3.4	Knowledge of and commitment to Equal Opportunities issues	Selection Process	A
	<b>ATTRIBUTES</b>		<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
4.	<b>SKILLS AND ABILITIES</b>	4.1	Ability to produce accurate work whilst working to deadlines.	Selection Process / Interview	A
		4.2	Excellent communication and interpersonal skills.	Selection Process / Interview	A
		4.3	Ability to work on own initiative and part of a team.	Selection Process / Interview	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.