

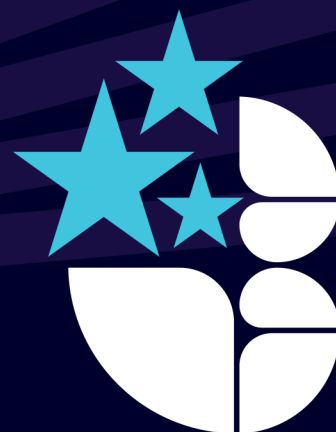
DATA & EXAMS ASSISTANT

Ash Green School

NJC Scale E point 4 – 6 (FTE £19,264 - £20,043)

Term time only + 1 week (39 weeks total)

37 hours per week actual Salary £16,496 - £17,163



**ASH GREEN
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

As Principal of Ash Green School, I would like to extend a very warm welcome to you. This is a fantastic time to join our expanding, vibrant and caring learning community. We are committed to ensuring that students are stretched intellectually and that they foster a love of learning, whilst feeling valued, happy and safe. We provide an inspirational education where every young person is ready for life in our global community.

Our students have an appetite for success and our staff are committed to unleashing their potential. We know that academic achievement of the highest order is within our reach and we now look to consolidate this progress and continue to push for further sustained improvement, as we strive to become a truly exceptional school. With this in mind, we are looking for outstanding professionals to join our staff body who demonstrates the ability to achieve above national student outcomes and make a significant difference to the lives of the young people at Ash Green School.

This position of Data & Exams Assistant is a key appointment and the successful candidate will be part of a dynamic team with a wide ranging array of responsibilities. Please complete an application form in full along with a supporting statement, showcasing how you are aligned with our vision, values and purpose. Please use the person specification as a guide for your application.

I would welcome an opportunity to meet with you before interview to enable you to see our inspiring school and gain an understanding of our ethos and aims.

- The deadline to submit your application is 19 October 2022 at 9am.
- Interviews will be held the week commencing 31 October 2022 with the successful candidate appointed to start as soon as possible.

If you have any questions please do not hesitate to contact Emma Dickinson, HR Manager, on 02476 366772, 07548 834411 or emma.dickinson@ashgreenschool.org.uk.

I look forward to receiving your application.

Umbar Sharif

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 students 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 ASH GREEN SCHOOL

Every Moment: High Expectations
Every Lesson: Do Your Best
Every Day: Make A Difference

Our mantra above conveys and underpins our whole approach, identifying and releasing the potential of each child as they proceed through their seven-year journey, giving them the very best possible opportunities to become a successful person in our 21st century global community.

Here at Ash Green School, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. We provide the very best opportunities for everyone to excel and nurture all the fantastic qualities that are not materialistic or target driven. Success for us is measured by sending out happy, confident and independent young people who are ready for the challenges of university and the world of work.

We provide an education that has an international outlook; opening minds to the world around them and instilling skills of enquiry, reasoning and problem solving. We are passionate about developing oracy; from the start of year seven an extensive vocabulary toolkit is developed, and we offer many opportunities to practice speech making.

Being a community academy within the Creative Education Trust family, we benefit from partnership working and enriching opportunities to assist student development. We are fiercely committed to ensuring the academic, technical, creative and emotional support is of the highest quality for every young person we serve. There is no glass ceiling at Ash Green School.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- A new spacious 14 classroom block and office's opened in September 2018

Ash Green School is a Good School with Outstanding features

**OFSTED MAY 2017:
GOOD**

To see full details of the school performance data please visit:
<https://www.compare-school-performance.service.gov.uk/school/137781/ash-green-school/secondary>



SUPPORT FOR OUR STAFF

PROFESSIONAL DEVELOPMENT

- We ensure that CPD is closely tailored to the needs of our teachers by linking it closely to their feedback.
- We do not operate a CPD hierarchy, we believe that we can all learn from each other regardless of experience.
- CPD is delivered through structured training days and twilight sessions with days off in lieu.
- Our Pedagogy Improvement Team (PIT) provide in house expertise on all aspects of educational practice, supported by a host of external experts provided by our Sponsor, The Creative Education Trust.
- We tier our support carefully to support teachers who are struggling and provide time for improvements to take hold.
- We work closely with Ambition School Leadership and provide aspiring middle and senior leaders with focused leadership development opportunities paid for by the Creative Education Trust.

WE ALL PURSUE A STRONG WORK LIFE BALANCE

- Our staff are encouraged to make time for themselves and their families.
- There are no expectations for teachers to answer emails outside of working hours and particularly at weekends.
- Our Senior Managers are constantly working to streamline our systems so that they work better and save more time – we strive to only do things that are going to make a difference.
- We openly consult with staff over significant changes which will impact on their working practices.
- We have a strong culture of peer-to-peer praise through our weekly 'Ash Green Gurus' reward cards.
- We provide all of our staff with a half termly opportunity to participate in expert professional supervision – we encourage our staff to talk, keeping things to yourself is not a sign of strength.
- We have an 'Open Door' to Senior Leadership – no concern is too small.
- We run seasonal events that allow students and staff to show their less serious sides e.g. Own-clothes days, Christmas Jumpers and World Book Day.
- We provide our staff countless opportunities to get involved in the life of the school including Duke of Edinburgh Award and international visits and exchange opportunities. Recent activities include an exchange to China, visits to Ghana, Barcelona, Belgium and the USA.



You can find out more at:

www.creativeeducationtrust.org.uk

DATA & EXAMS ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

ASH GREEN SCHOOL, COVENTRY

SALARY

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PURPOSE AND SCOPE

Provide administrative support for both the Data Manager and Examinations Officer.

REPORTING LINES

Reporting to the Data Manager.

MAIN ROLES & RESPONSIBILITIES

- To provide general clerical support as required.
- To input a wide variety of school data into multiple computer programmes as and when required by the Data Manager.
- To provide support to the Data Manager on a daily basis and to be able to work well under pressure during peak periods such as the start and end of every term as well as during every school CENSUS.
- To provide support with creating and disseminating the examination timetable as well as any clashes that may occur, rooming, and guiding invigilators on exam day.
- To liaise with pastoral staff to arrange early warning for some students of exams to ensure full attendance for exams.
- To provide support to ensure the smooth facilitation of examination days. Including the setting up of desks for exams – liaising with site staff and teachers where necessary.
- To be instructed by the Examinations Officer to ensure staff and students are aware especially for days when hundreds of students are sitting down for exams.
- To support the Examinations Officer in liaising with pastoral staff to arrange early warning for some students of exams to ensure full attendance for exams.

You can find out more at:

www.creativeeducationtrust.org.uk

- To provide support ensuring that all rooms comply with Exam instructions.
- To provide support in managing the receipt, checking & secure storage of examination papers and stationery received from examination boards.
- To provide support in managing the import, printing & issuing of results to students and staff as appropriate.
- To provide support in making arrangements for summer “results days”.
- To provide support in managing and inputting examination and results data on to the school’s MIS.
- To be flexible in working hours as and when required especially during peak periods during the academic year such as during CENSUS and examination periods.
- To take part in INSET training both to improve your own skills and to work with colleagues to improve administration.

OTHER SPECIFIC DUTIES

- To be a key contributor to drive continuous school improvement.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school’s corporate policies
- To continue personal development as agreed.
- To comply with the school’s health and safety policy and undertake risk assessments as appropriate.
- To take an equitable part in the cover system of the school according to policy and regulations.

SUPPORTING THE SCHOOL

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day

OTHER

- Attend regular meetings
- Undertake any relevant training and courses
- Participate in the schools Appraisal process
- Make a positive contribution to the wider life and ethos of the school
- Undertake daily break and/or lunchtime time supervision duties
- Act to ensure pupils' health and safety.
- Support the Academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Work in compliance with the school policies and procedures, especially those relating to child protection and health and safety.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Principal.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to

collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects

- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal

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:
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PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING	• Educated to GCSE level or equivalent (Including GCSE English A-C)	• Experience of working within multiple schools
EXPERIENCE	• Working in a busy office environment • Ability to work in a team environment • Excellent administration and organisation skills • Ability to use Microsoft packages (Word, Excel and Publisher) • Experience of using the Internet • Adhering to confidentiality procedures	
KNOWLEDGE & UNDERSTANDING	• Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities. • High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access. • Understanding of GDPR.	• Working knowledge of MIS Systems and Arbour.
SKILLS & PERSONAL ATTRIBUTES	• Excellent verbal and written communication skills • Ability to work under own initiative • Excellent time management • Excellent organisational and administrative skills • Good ICT skills • Work to deadlines • Ability to prioritise and manage diverse job role • Motivated • Team player	• A team player that can work collaboratively and use own initiative • Belief that every student should have access to an excellent education regardless of background
EQUAL OPPORTUNITIES	• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity	
SAFEGUARDING	• A thorough understanding of up-to-date safeguarding requirements and best practice.	
OTHER REQUIREMENTS	• Respect for children • Sense of humour • Enthusiasm for change • Openness and willingness to learn • Commitment to participate in continuous improvement	