



PROUD TO MAKE SUCCESS HAPPEN



Data, Exams and Cover Assistant Applicant Pack

Dear Applicant,

Thank you for your interest in working at Uxbridge High School. I would like to take this opportunity to tell you a little about our unique school and to highlight the significance of this important appointment. You are applying to join an exemplary and highly energetic staff team that has moved the school into a very strong position both locally and nationally. I am looking for exceptional people with energy and drive to join us in this work.

We have much to celebrate at Uxbridge High School including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors and a thriving sixth form. We value the successes of every child, whatever their starting point, as a truly comprehensive and multicultural school that reflects life in modern Britain. You will enjoy the reward of working with a wide range of students, from a variety of backgrounds.

I would recommend that you spend time reading our most recent Ofsted report, which can be viewed here: [Ofsted report](#). The inspection report confirmed that there has been no change to this school's overall judgement of good as a result of this ungraded (section 8) inspection. However, the evidence gathered suggests that the inspection grade might be outstanding if a graded (section 5) inspection were carried out now. The report confirms our significant strengths in all areas of leadership, teaching, personal development and outcomes. We are particularly proud of our broad and ambitious curriculum, which prepares our students well for GCSE and A-Level study.

The current leadership team has embedded a number of changes to the approach we take towards learning, teaching and progress. These include rigorous self-evaluation, close monitoring of the impact of teaching on learning and highly individualised student and group tracking. Our lead practitioner team (LPT) lead on numerous initiatives to support this, for example, developing and supporting leadership of teaching at all levels. An extensive and rich CPD programme is highly valued by staff at all levels.

Our determination to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to the school, allows our students to compete in a national context. This is one of the school's biggest challenges and one to which we apply a systematic, whole school focus, linked to a curriculum that is innovative, exciting and ultimately leads to student success. To this end we are constantly reviewing our curriculum pathways to ensure a rich and well referenced learning experience for all our students, whilst balancing the need to do the best for our students.

Our sixth form provision is exceptional with a broad and exciting post-16 curricula. We are highly successful in preparing students for a wide range of university, apprenticeship and workplace destinations.

As Principal, I operate with an authentic and distributive leadership style. To support this, I am looking for leaders and staff who subscribe to an open and trusting culture, who can bring a collaborative and 'can do' solution-focused attitude. We seek teachers and leaders who are able and keen to achieve excellence across the school.

The successful candidate will demonstrate their unrelenting energy and drive that will continue to allow Uxbridge High School to be a school that can guarantee to maximise student progress, achievement and opportunity through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to join us, then I look forward to hearing from you further

Louisa Seymour, Principal



The Role

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally. We have much to celebrate including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors and a thriving sixth form. As a truly comprehensive and multicultural school that reflects life in modern Britain, we value the successes of every child, whatever their starting point.

We are seeking a dedicated Data, Exams, and Cover Assistant to join our team. This exciting new role offers a fantastic opportunity for individuals with experience in data entry and a keen interest in working within a school environment.

As part of this role, you will support the Data and Exams Associate Team Leader in collecting, collating and analysing data, checking accuracy and running reports using the school information management systems. Your role will also include assisting in the administration of internal and external examinations, including timetabling, invigilation, and results processing. You will also provide administrative support around the allocation of cover as and when required.

We are looking for an enthusiastic, dynamic and highly organised individuals who have excellent ICT skills. Experience of working within a school, educational setting or similar establishment will be an advantage.



Closing Date: Mon 6th January 2025, midday

Contract: Permanent, Term – Time, 39 weeks pa

Salary: Support Staff Pay Range 9 -14 (actual salary £26,048 - £28,002)

Hrs of Work: 36 hours per week, 39 weeks pa (term time plus two inset days in September plus additional 3 days to be arranged with the Data and Exams Associate Team Leader/Leadership Line Manager with prior notice).

How to Apply:

- Completed application form
- Include in your application form a supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.
- Email to recruitment@uhs.org.uk

If you would like to discuss any part of your application, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or recruitment@uhs.org.uk.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will

“To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school.”

Mariam Razaie – Year 7



Job Description

Responsible to: Data and Exams Associate Team Leader/ Leadership Line Manage

Overview of role expectations

To assist the Data and Exams Associate Team Leader in managing and reporting all data and working with the Exams Officer in ensuring the administering and running of external and internal examinations and testing.

Responsibilities and Tasks

Data

- Support the Data and Exams Associate Team Leader with the collection of assessment data within Arbor using Summative and Formative Assessment.
- To assist Data and Exams Associate Team Leader within the production of pupil reports to parents.
- To assist with the accurate collection, collation, analysis and distribution of student data. Identify missing data and follow up with Leaders.
- To assist with presenting 4Matrix data appropriately to all Heads of Department to facilitate timely and meaningful curriculum and assessment intervention.
- Assist with analysing other data management systems of the school including: 4Matrix, GL Assessments, Class Charts, FFT, DPR and Pupil Progress and others as required.
- To support creating data as requested by staff, as and when required. Data requests will be managed and shared by managers.
- Assist with reviewing the data for the Year 9 and 12 options process on Edval/Arbor.
- Assist with creating drop-down day timetables to support the students reach their full potential as and when required.
- Assisting with producing results analysis of examination results and statistics for SLT and LA.
- Support in checking DfEs and other examination statistics before publication.

Exams

- To assist in the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the examination process.
- To assist and maintain administration and invigilation for the conduct of all exams, including compiling timetables, ensuring rooms are allocated, arranging invigilators, receipt, safekeeping and security of examination stationery and papers.
- To assist with disseminating information, answering queries regarding examinations with staff, students and parents/carers.
- Assist in managing daily running of internal and external examinations. This includes ensuring that all required materials are in exam rooms before the start of the examinations and arrangements for special educational needs are in place.
- To assist with resolving examination clashes in accordance with regulations.
- Attend school and be available in school on the days when results are notified to assist with overseeing the distribution of results to candidates.
- To assist with processing enquiries about results and requests for return of scripts.
- Work with the team to monitor the costs of retakes etc. are reimbursed by candidates/departments as appropriate.

Cover

- To support with the administrative tasks around the allocation of cover as and when required.

In addition, the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal and Office Manager and be prepared to carry out any other duties commensurate with the general level of this appointment.

Person Specification

Qualifications / Education / Training

- Educated to at least GCSE standard in Maths and English.
- Excellent numeracy/literacy skills
- ICT Qualification*

Experience

- Experience working in office environment.
- Excellent computer literacy skills.
- Experience working with young people ideally in a school setting.
- Experience of school management information systems e.g. 4Matrix, GL Assessments, Class Charts, FFT, DPR, Arbor, Edyal.

Skills, knowledge and abilities

- Highly developed organisational and administrative skills*
- High level ICT skills and experience of all Microsoft Office Suite applications. Good working knowledge of spreadsheets and databases. *
- Knowledge of examinations processes and awarding bodies*.
- Effective communication skills. *
- Ability to work efficiently in a very busy environment *
- Ability to analyse data and collate into meaningful reports for end uses.
- Ability to quickly assimilate new knowledge and work routines.
- Ability to remain confidential at all times

Skills, knowledge and abilities cont.

- Ability to manage personal workload and to prioritise tasks appropriately. *
- Ability to work flexibly in order to meet the demands of the job at particular times of the year. *
- Ability to adhere to working procedures and policies within the school environment. *

Qualities & Disposition

- Ability to work hard with competing deadlines and prioritising appropriately.
- To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
- To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school. *

- Demonstrate a diligent, “can do” attitude. *

Equal opportunities

- Commitment to equal opportunities and inclusion. *
- Ability to promote and support the school’s Equality and Diversity Policy. *

* *Desirable*



PROUD TO MAKE SUCCESS HAPPEN

Our Vision

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

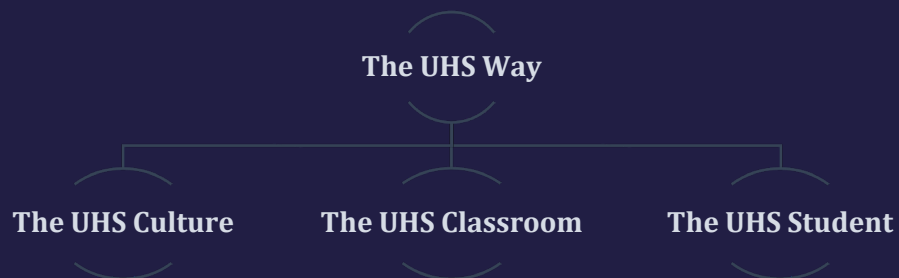
POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.



Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff **three paid days** of special leave for medical appointments and **three paid days** for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- twitter.com/UHSPrincipal
- twitter.com/uhs_VAPA
- twitter.com/UHSPE
- instagram.com/uxbridgehigh

We also have a LinkedIn page, giving updates and current vacancies: linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.



Humanities
English
ICT
Oxonia Building
Sports
The Dome

LANCASTER BUILDING