



New River College



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**College Data and Exams Officer**

New River College PRU

Closing date: Midnight 16<sup>th</sup> May 2021; job reference NRC/749

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## About us

New River College is a consortium of three Pupil Referral Units (PRU) split across four sites in the London Borough of Islington. The Secondary PRU is based at Lough Road, with a satellite centre for pupils with social, emotional, and behavioural difficulties at Elthorne Road. The Primary PRU is also based at our Cloudesley Square site, whilst the Medical PRU offers provision at the Whittington Hospital and Elthorne Road, and also provides home schooling where necessary.



***A culture of high expectations for pupils to learn exists in all areas of the school's work. Pupils rapidly improve their self-confidence and acquire attitudes that are far more positive than when they first arrive. As a result, all groups of pupils make excellent progress from their starting points.***”

(Ofsted July 2016)



## Vision and Values

We achieve this by:

- Educating and supporting all pupils to learn
- Providing a safe, nurturing and supportive environment
- Making sure all pupils have the skills to return to mainstream education or to access their next steps in learning
- Working in partnership with others, especially Islington schools

“ *The leadership team has maintained the outstanding quality of education in the school since the last inspection.* ”

*(Ofsted July 2016)*



**New River, New Start**

## Advert

# College Data and Exams Officer

- **Salary Grade Range:** PO1 Grade, Spinal Points 29– 31
- **Actual Salary Range:** £35,949 - £37,491 per annum
- **Hours:** Full-time, 35 hours per week, All year round
- **Contract Status:** Permanent

This is a fantastic opportunity for a dedicated Data and Exams Officer who is looking for a new challenge and has a flexible approach, to join a committed team at New River College.

The successful candidate will support the college leadership team (CLT) in all aspects of managing information systems and data, to assist with the reporting, recording and analysis of data. The postholder will have accomplished organisational skills and proficiency in IT (Microsoft packages including the use of spreadsheets).

The successful candidate will have a Level 3 qualification or equivalent and detailed knowledge of examination regulations and understand the complexities of implementing public exams and processes. They will organise the administration of examinations in accordance with regulations, meeting the changing expectations of New River College.

As a confident and effective member of staff, you will contribute to developing the best possible provision and support for our pupils and pupils referred by Islington Council/Community of Schools.

We are looking for an individual that relishes a challenge, who wants to try new ideas and who genuinely wants to contribute to the lives of young people with drive and passion.

New River College comprises of three pupil referral units in Islington (primary, secondary and medical) providing education to children and young people with social, emotional and mental health challenges (SEMH), who have had a breakdown from mainstream schools or in our preventative programmes. Many of our pupils are below national age levels for literacy and numeracy when they arrive. The engagement of the children and young people and their parents/carers is essential.

We are looking for a person who is driven and relishes a challenge, excited to try new ideas and genuinely wants to contribute to the lives of NRC pupils.

Application Deadline: Midnight Sunday, 16<sup>th</sup> May 2021

Shortlisting: Wednesday, 19<sup>th</sup> May 2021

Interviews will be held on: Wednesday, 26<sup>th</sup> May 2021

**For an informal discussion about the post please contact Mark Gilleran, [mark.gilleran@nrc.islington.sch.uk](mailto:mark.gilleran@nrc.islington.sch.uk) or Michele Lambert on 0207 504 0534 or [michele.lambert@nrc.islington.sch.uk](mailto:michele.lambert@nrc.islington.sch.uk).**

***New River College is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.***

**T**hinking of a  
role to further your  
education career?

Are you ready for  
a new challenge?

New River College  
can provide both.

## Job Description

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**POSITION:** College Data and Exams Officer

**GRADE:** PO1 Spine point 29-31

**RESPONSIBLE TO:** BUSINESS MANAGER

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### PURPOSE OF THE JOB

To be responsible for New River College management information systems and data. Reporting and organising data for senior leadership, liaising with internal and external stakeholders (staff, awarding bodies, students, parents HR). To ensure the administration and organisation of examinations are carried out in accordance with regulations. To provide effective and confidential support to the Executive Headteacher and senior leadership team.

### REQUIREMENTS FOR THE POST

As the ideal candidate, you will have demonstrable experience in both data management and reporting, able to work with large volumes of complex data. You will be proficient in IT and Microsoft Office packages. The role requires knowledge of school exams regulations and processes.

### MAIN DUTIES

1. To process, input, extract and analyse information from the School's database systems.
2. Provide instructions and/or assist teachers in the entry of data and liaise with them in relation to missing student data
3. Develop and maintain systems for analysing data across all New River College sites, and produce a range of reports relating to staff and pupils as required by the Executive Headteacher, senior leadership team and management committee
4. Maintain and update information held on the MIS including changes to student and staff roles, address and contact information, timetable changes, assessment and examination data
5. Set up and maintain archive files and historical data as well as carrying out specific download requests for data
6. Contribute to the evaluation and development of the effective use of data across New River College and make recommendations to the Senior Leadership Team and the Governing Body
7. Record New River College staff personal data in management information systems, including sickness and other absence
8. Be responsible for ensuring staff and pupil records are accurately entered on management information systems, are kept up to date and held securely
9. Complete statutory returns such as pupil and workforce census for three pupil referral units

10. Regularly check the integrity of all current information held on the school MIS
11. To liaise with Deputy Headteachers /Heads of Centres to collate all aspects of data for new starters
12. Run the administration for the school data drops and school reports
13. To provide updated year and class data sheets as per the school calendar
14. Check and amend all key stage targets as required
15. To run school reports and process all amended as per school calendar
16. Populate all student teaching groups
17. Set up timetables for new students as required
18. Coordinate data mail outs
19. Providing support to ensure that the School timetable information and changes are entered and timetables printed as required
20. Organise and implement additional testing
21. Develop, communicate and be responsible for the e-safety arrangements of the PRUs
22. To be responsible for the administration of public examinations
23. To line manage teachers in relation to carrying out all examination related tasks
24. Submit accurate and timely entries for examinations and qualifications, in liaison with teachers and Deputy Headteachers / Heads of Centre, referring to exam boards as required
25. Monitor and record the receipt of examination papers, stationery and publications from examining bodies and to ensure safe storage in accordance with regulations
26. Collect and dispatch exam papers in line with regulations
27. To liaise with Deputy Headteachers / Heads of Centres on invigilation and arrangements for exams
28. To provide candidate numbers, attendance registers and seating plans, as required in regulations
29. Liaise with SENCO regarding candidates eligible for special arrangements
30. To be present when results are notified and to produce analysis of exam results as soon as possible
31. Keep abreast of GDPR Data Protection legislation and develop policy and procedures to ensure the school is compliant, in liaison with the business manager and data protection officer

32. Be responsible for administrative duties associated with recruitment of staff, in liaison with the business manager and Headteacher
33. Lead on the development and maintenance of a staff handbook, school website and newsletter, in liaison with business manager
34. Co-ordinate induction for new staff and long term supply staff
35. Be responsible for all-staff communications
36. Provide cover for admin officers at lunchtimes and other times as required
37. Provide for admin officers at lunchtimes and other times as required
38. Take minutes at leadership and other meetings as requested by Executive Headteacher
39. Arrange meetings and type letters for the Executive Headteacher from time to time

### **PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post on any of the New River College sites, that may reasonably be required by the Headteacher or Business Manager

### **PERFORMANCE STANDARDS**

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision
- To ensure that New River College policies and standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.



## Person Specification

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**POSITION:** College Data and Exams Officer

**GRADE:** PO1 Spine point 29-31

**RESPONSIBLE TO:** BUSINESS MANAGER

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### CRITERIA

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#### ESSENTIAL CRITERIA

##### EDUCATION AND EXPERIENCE

- E.1 Several years' experience working in a school, PRU or other education setting
- E.2 Significant administrative experience at a senior level
- E.3 Level 3 qualification or equivalent
- E.4 Experience, knowledge of administering public examinations
- E.5 Ability to type 40 wpm

##### SKILLS, KNOWLEDGE AND ABILITIES

- E.6 Ability to communicate clearly, concisely and effectively in writing, on the telephone and face to face
- E.7 Advanced knowledge of a range of computer packages, including Excel and Publisher
- E.8 Ability to research topics and to write for a variety of purposes such as reports, articles and letters
- E.9 Ability to develop and maintain accurate computerised and manual records
- E.10 Ability to analyse data and complete statistical reports.
- E.11 Ability to prioritise to ensure that deadlines are met, whilst working under pressure
- E.12 Ability to use own initiative and work proactively
- E.13 Ability to think creatively, anticipate and solve problems
- E.14 Ability to build and maintain effective working relationships with a wide variety of people
- E.15 A diplomatic approach in dealing with difficult situations
- E.16 Ability to maintain strict confidentiality in all matters
- E.17 Ability to deliver services to customers meeting New River College's standard for customer care
- E.18 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service

- E.19 A commitment to deliver services with the framework of NewRiver College's equal opportunities policy
- E.20 Ability to form and maintain appropriate relationships and personal boundaries with children and young people

## How to apply

### Application Deadline

Completed application forms must be received by **Midnight, Monday, 16<sup>th</sup> May 2021**.

### To apply

Please apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need any assistance, please contact Schools HR at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **NRC/749**.

### Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the job listing. Please refer to those before submitting your application.

### Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

### References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

### Additional

CVs will not be accepted.

New River College

The logo graphic consists of a white rectangular box containing the text 'New River College' in a black sans-serif font. Below the text is a stylized blue wave graphic that curves under the text and extends to the right edge of the box.

New River College PRU

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<http://newrivercollege.co.uk/contact/>