



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Exams and Assessment Manager



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
office@crownhills.leicester.sch.uk
crownhills.com





Dear prospective applicant,

Thank you for taking the time to read about this role and our college. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The college now seeks to appoint an inspiring Exams and Assessment lead following the promotion of our current post-holder. The successful candidate will be responsible for leading on examinations and assessments alongside the Assistant Principal. The examination team comprises of two administrators and over 15 external invigilators. The team work closely with a number of stakeholders across the college, including the SENDCo, IT department as well as our faculty leaders.

This is a fantastic career opportunity for a highly motivated professional to join one of the most exciting schools in Leicester. Crown Hills Community College is an exhilarating and innovative college that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families. If you are an ambitious and meticulous leader with a desire to improve and refine systems and processes to take this area to the next level, this is the job for you!

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

How we lead is as important as the direction we are taking staff in. You need to have the emotional intelligence to deal with sensitive matters with clarity as well as trusting those around you to deliver and, when needed, have tough love conversations to improve delivery in the area of examination and assessment. We have 200 staff and 1500 students, so your ability to work with different groups of people in a dynamic environment is paramount and a key part of the role.

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible. Please listen to the well schools podcast where I speak about this in more detail <https://www.youthsporttrust.org/news-insight/podcasts/well-schools-s2-e3-farhan-adam-crown-hills-community-college-in-leicester>

We value our staff and have a comprehensive healthcare package in place which can be viewed here <https://www.crownhills.com/wp-content/uploads/2021/05/March21-Wellbeing-Charter-compressed.pdf>

Our mission is simple, we want every student to be the best that they can be, thrive in the best possible career and contribute positively to society.

I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

If you have any questions around the role, please do not hesitate to contact Sinead Franklin - sfranklin@crownhills.leicester.sch.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our website: www.crownhills.com.

Please include e-mail addresses of all referees, and e-mail it to sfranklin@crownhills.leicester.sch.uk by 9am on Monday 19th September 2022.

Interview Date – 22nd September 2022

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F. Adam', with a long horizontal flourish underneath.

Mr. F. Adam
(Principal)

JOB DESCRIPTION

Job Title: Data Management Officer	11-16	Maintained
College: Crown Hills Community College	Grade:	6 (Points 15-18)
Reports to: Assistant Principal Outcomes	Salary: £25,927 - £28,226	
Term: Permanent Full-Time plus 80 additional hours	Pro rata: £23,114.54 - £25,164.15	
Additional: 37 hours a week Term time + 2 weeks + 3 teacher days Key areas of Responsibility: Examinations and Assessment		

JOB PURPOSE SUMMARY:

To maintain, expand and develop Examination and Assessment systems within the college.

KEY PURPOSE:

To facilitate the effective running of the student assessment and examination processes by providing and managing a range of administrative and organisational services to School/College staff, students and external bodies.

MAIN DUTIES/KEY TASKS:

1. Take a lead role in planning, development, design, organisation and monitoring of support of the management information systems/procedures/policies associated with it.
2. Liaise between managers/teaching staff and support staff.

RESPONSIBILITIES:

1. To ensure that relevant statutory and Local Authority (LA) returns are completed on time and to agreed standards, including examination entries to examination boards.
2. To ensure all records are maintained and statistics and data analysis information is provided in accordance with the Data Protection Act.
3. To supply students, staff and invigilators with relevant and accurate information regarding entries and dates/times of examinations.
4. To ensure that invigilators are aware of the relevant policies, procedures and guidelines regarding examinations.
5. To maintain positive and effective lines of communication with all stakeholders.
6. To contribute to the development and organisation of the exams/assessment processes.
7. To ensure any relevant costs are kept within budget.
8. To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.

JOB ROLE:

1. To contribute to the overall development, organisation and direction of assessment and examinations.
2. To produce school examination and assessment policies and procedures and recommends changes where appropriate. Manages associated communication channels to pupils and parents/carers.
3. Prepares, administers and organises examination timetables, site arrangements, and staff and student plans/lists.
4. Distributes examination plans to and deals with queries from students, staff, parents and external bodies.
5. Oversees temporary assignment of up to 80 staff such as invigilators.
6. Responsible for the appointment, deployment and training of external invigilators, including ensuring CRB checks are completed and maintained.
7. Collects, processes and records examination papers, attendance and results for internal and external examinations.
8. Prepares and distributes data input/analysis and confirmation to relevant College staff and external examination boards and awarding bodies.
9. Sources alternative solutions for software problems.
10. Records, updates and reports from various information systems, including BROMCOM.
11. Publishes assessment and examination results and statistics.
12. Provides examination advice and guidance to College staff, students, parents and external bodies.
13. Within sphere of responsibility, undertakes project work and represents the school at meetings.
14. Full management responsibility for up to 6 staff.
15. Recommends the most effective use of each member of staff assigned for exams/assessments.

16. Supports with the design and implementation of college computerised reporting and assessment systems in BROMCOM, alongside the Senior Leadership Team.
17. Designs and implements booklets for the college as requested e.g. Reports, Options, Governors reports.
18. Provides presentations for assemblies and parent's meetings as and when required.
19. Advises teaching staff on how to complete assessments sheets.
20. Provides formal training to all teaching staff regarding software and administration of assessment and exams, including SISRA and BROMCOM.
21. Gives advice to the Senior Leadership Team on area of remit. Discusses results, upcoming exams, preparation of exams and entries with Teachers and Senior Leadership Team.
22. Deals with difficult/complex queries/problems referred by the Senior Leadership Team that are examinations and assessment related.
23. Recommends changes to whole school policy and procedures where necessary.
24. Decides how to analyse and present data. Shares responsibility for monitoring and evaluating progress against objectives and targets.
25. Statutory and Local Authority returns for exams and assessment are completed and supplied to the appropriate body and comply with appropriate standards.
26. Manages and monitors allocated human, financial and material resources including the budget for exams and assessments.
27. Provides advice and information on all matters relating to data management and analysis.
28. Daily use of IT for data analysis, correspondence, E mail, booklets & brochures, presentations.
29. Mainly school based office environment, occasionally invigilating in halls, dining rooms, gyms etc
30. Expert knowledge of Assessment and Examination procedures.
31. Able to manage change and implement new procedures.
32. Able to design and implement new computerised reporting and assessment systems.
33. Able to source solutions for software problems.
34. Proficient in the use of Microsoft packages, in particular Microsoft Excel.
35. Experience of extracting and analysing data.
36. Knowledge of exams systems, regulations and processes. Knowledge of Information Management Systems-BROMCOM.
37. Able to manage and motivate staff.
38. Good working relationships with all Teaching staff and Senior Leadership team.
39. Positive, effective lines of communication are maintained with all stakeholders.
40. Able to prioritise work, for self and others.
41. Able to apply regulations in practice.
42. Responds to requests for data analysis from various sources, often at short notice.
43. Resolves problems within the examinations and assessment department.

PERSON SPECIFICATION

Assessed by:

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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QUALIFICATIONS & TRAINING

1	Have at least a grade B in GCSE English and Maths. A Level or equivalent maths qualification	E D	✓	
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EXPERIENCE & SKILLS

2	Managing and maintaining data in a secure environment.	E	✓	
3	Ability to prioritise workload and respond to changing demand.	E	✓	
4	Experience of providing excellent customer service.	E		✓
5	Experience of working within a school environment.	D	✓	

KNOWLEDGE

6	Ability to use and manage a large scale Management Information System (MIS).	E	✓	
7	Strong knowledge and use of spreadsheets and data representation in a variety of formats.	D		✓

SKILLS AND ABILITY

8	Exceptionally organised with strong time management skills.	D		✓
9	Effective problem-solving skills.	D	✓	✓
10	Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	E	✓	

11	Ability to understand and absorb a wide range of information.	E	✓	
12	Ability to manage and deal with confidential data / issues appropriately.	E	✓	✓
13	Meticulous attention to detail and high level of accuracy when inputting and reporting data.	E		✓
14	Proactive and solution-orientated.	E		✓
15	Demonstrate initiative.	E		✓
16	Experience of using Bromcom or SIMS or other management databases.	D	✓	✓
17	Strong verbal and written communication skills.	E	✓	✓
18	Advanced proficiency in Microsoft Office packages including Microsoft Excel.	E	✓	✓
19	Capacity to work under pressure and to meet deadlines and effectively organise priorities.	E	✓	✓
20	Ability to work alone autonomously as well as part of a team.	E	✓	
21	Commitment to own personal development.	E	✓	
22	Flexible in terms of working patterns and evolution to the role.	E	✓	
23	Team-player, personable, approachable, emotionally intelligent with a sense of humour.	E	✓	