

Mary Webb School & Science College



Examinations and Data Co-ordinator



Pontesbury
Shrewsbury
Shropshire
SY5 0TG

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Dear Applicant

Thank you for your interest in our vacancy for an Examinations and Data Co-ordinator

In this pack you will find the following information:

- Letter from the Headteacher
- Advertisement
- Information about the school
- Job Description
- Person Specification
- Information on how to apply

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the administration vacancy within the school.

The examinations and data co-ordinator vacancy is a demanding role that will require exceptional interpersonal skills with excellent organisational skills, an ability to problem solve and confidence to work closely with young people.

You will be joining an experienced and highly skilled group of administrative support staff who work effectively as a team to ensure that the school's main teaching and learning priorities can be met successfully.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

Mary Webb School and Science College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely

P J Lowe-Werrell

Peter Lowe-Werrell

Headteacher

Advertisement



Examinations and Data Co-ordinator

Required January 2023

**The post is permanent, 37 hours per week, term time plus 2 weeks (to include 3 PD days),
Grade 7 (£11.70 - £12.92 per hour).**

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint an individual with excellent organisational skills. The postholder will be responsible for the co-ordination of all examinations within the school. They will also be responsible, under the direction of the SLT, for the co-ordination of the school's student assessment data processes. Experience of using SIMS and Microsoft Excel are essential.

Further details are available on the school website.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Closing date: 12 pm Friday 18th November 2022

Interviews to be held week commencing: Monday 21st November 2022



Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.



As a relatively small community secondary school of about 750 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special.

We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum.

GCSE results in 2022 saw 73% of our students achieving GCSEs in both English and mathematics at grade 4 and above. The school's Attainment 8 score was 48.4, which was higher than the Shropshire average for secondary schools. More than 10% of GCSEs awarded to our students were at grades 8 or 9. Most importantly, all our students were able to go on to the destinations they planned to in September 2022.

To view our latest Ofsted report from May 2015 please [click here](#).

Ofsted GOOD School	2015	"This is a GOOD School"	
		Leadership and management	OUTSTANDING
		Behaviour and Safety of pupils	GOOD
		Quality of teaching	GOOD
		Achievement of pupils	GOOD
*Safeguarding		OUTSTANDING	

*"Students make **outstanding** progress"*

"Teachers create positive, constructive relationships"

*"Teaching is good and much is **outstanding**"*

"Students behave well and are keen to learn"

*"Arrangements for transition from the primary schools are **outstanding**"*

*"The school's work to keep students safe and secure is **outstanding**"*

Job Description

PURPOSE OF THE POST

- Under the guidance of senior staff (Headteacher); be responsible for undertaking administrative, financial and organisational processes within the school.
- Assist with the planning and development of support services.

PRINCIPAL DUTIES & RESPONSIBILITIES

General Information

- Co-ordinate and administer all internal and external examinations.
- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- Work with the Assistant Headteachers responsible for data analysis to produce school and subject examination result reports.
- Manage, under the direction of the SLT, the school's student assessment data processes, with support from the school's Assessment Co-ordinator.
- Supervise, train and develop staff as appropriate and provide personal, administrative and organisational support including staff appraisals
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Join the team of staff that provides first aid in the school
- Responsible for the schools 'Inspirational Sparks' programme (Alumni)
- Deputise and support SIMS Manager in the use, training and upkeep of SIMS data
- Analyse and evaluate data/information and produce reports/information/data as required
- Respond to confidential correspondence under the direction of the Headteacher
- Provide personal, administrative and organisational support to other staff
- Undertake administration of complex procedures

Internal Examinations

- Working closely with the Assistant Headteacher responsible for examinations, co-ordinate with subject leaders about their requirements for internal examinations for Years 7 to 11.
- Devise an appropriate timetable of examinations, venues and invigilators.
- Co-ordinate the appropriate resources for the examinations, e.g. tables, chairs, examination papers and equipment
- Invigilate examinations

Job Description continued

External Examinations

- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- To be responsible for all aspects of the administration of external examination entries at KS4 and KS3.
- To distribute information to staff, students and parents about the examinations at KS4 and KS3.
- To co-ordinate with subject leaders about entries for external examinations and be responsible for making all examination entries.
- To attend meetings of the examination board on behalf of the school and disseminate the information obtained
- Invigilate examinations
- To administer the KS4 examination results in August of each year.

Student assessment data

- To have operational oversight of the student assessment data procedures and processes
- To ensure all student data is updated regularly from external organisations such as FFT and the DfE
- To ensure all databases containing student data (4Matrix, ClassCharts and SIMS) contain accurate and current data for all students
- To analyse and evaluate internal student assessment data, producing whole-school and subject level overviews for leaders
- To work with and direct the support provided by the Assessment Co-ordinator in the administration of the school's data and reporting processes

Budget Management

- Advising the Headteacher/SBM on costs at the budget planning stage - annually
- Monitoring budget expenditure
- Checking invoices and presenting them payment authorisation to Headteacher/SBM
- Alerting Headteacher/SBM to any likely variance in budget expenditure.

Staff Management

- To be line manager for examination invigilators and Assessment Co-ordinator, including:
 - Organising work schedules
 - Conducting staff training and appraisal

Any other duties that would be reasonably expected of the post holder

The post holder will need to have excellent organisation abilities, good IT skills and be able to work to deadlines.

Person Specification

Area	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs at C or above (or equivalent) including English and mathematics • First Aid Qualification 	Yes Yes	Yes
Work or relevant experience	<ul style="list-style-type: none"> • At least 2/3 years experience of administrative work • Excellent computer/IT skills • Experience of working in an educational setting or relevant environment • Experience of using SIMS and Microsoft Excel • Experience of data analysis software (e.g. 4Matrix, SISRA, etc) • Experience of Key Stage 4 exams administration 	Yes Yes Yes Yes Yes	Yes
Knowledge and understanding	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Procedures, timescales and processes involved in exams administration 	Yes Yes	
Skills and abilities	<ul style="list-style-type: none"> • Willing to participate in training and development opportunities • Good ICT skills • Ability to supervise, train and develop other staff • Management skills • Ability to analyse and present analysis of data for different audiences • Strong literacy skills to support efficient and timely proofreading 	Yes Yes Yes Yes Yes	Yes
Personal qualities	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Ability to relate well to young people and adults • Ability to work well as part of a team • Work under pressure and meet deadlines • Self-motivated, enthusiastic, reflective, flexible and reliable • Problem-solving and solution focused • Effective planner with an eye for detail • Willingness to develop skills with further training e.g. First Aid 	Yes Yes Yes Yes Yes Yes Yes Yes	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake a DBS (criminal record) check 	Yes	



How to Apply

Applications must be made on the official application form which can be found on the school website www.marywebbschool.com

The deadline for applications is 12 noon on Friday 18th November 2022, and we will be interviewing week commencing Monday 21st November 2022.

Please do not hesitate to get in touch with me if you have any questions or if you would appreciate an informal chat; I would be delighted to hear from you.

When completing the application form, please pay particular attention to:

- The guidance notes on the front cover.
- Section 8, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications – a summary is not sufficient. Details of the institutions you studied at are required.
- Section 11, Further Details: Please limit this section to no more than 500 words.
In addition to the guidance provided, please outline why you wish to work with young people in an educational environment.
- Section 16, References: The requirement for two employment references, one of which **must** be your current or most recent employer. Please include email addresses if possible.
- We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.
- All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- Incorrectly completed application forms will not be considered

You can send your application via:

Email to: nmurray@marywebbschool.com

Post to: Mrs N Murray, Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire, SY5 0TG