

**Administrator**

**(Data and Exams)**

**Recruitment Pack**

Finance Officer

Reports to: Headteacher and SLT

Location: The Heys School

Salary: Grade 8 (£24,496 – £26,845 FTE) Starting Salary £21,140

Hours: 37 per week, Term time only plus 4 weeks

**Job Description**

**Overall purpose of post**

* Under the reasonable direction of the Headteacher and Governors carry out the professional duties in line with the job profile
* Ensure the efficient and effective administration of the examination and pupil data systems of The Heys School in support of their educational and organisational aims and objective

**Exams**

* Work closely with the SLT and Heads of Key Stage to ensure the accurate delivery of all aspects of examinations, including:
* All entries and amendments & dealing directly with exam boards re queries
* Re-marks Contacting and deploying exam invigilators
* Establishing availability of exam invigilators
* Organising & printing timetables for exam invigilators for all exams
* Completion of timesheets for exam invigilators
* Liaison with teaching staff re any queries relevant to exam entries, and forecast grades
* Liaison with students re exam timetables & any queries and coursework.
* Preparation of exams – seating plans, equipment, notices in room
* To be in school day prior to GCSE results day and results day
* Opening and checking exam papers when received
* Checking correct preparation of rooms prior to exams
* Access arrangements – applications, arrangements during exams
* Checking all completed exam scripts and responsible for collating and posting to individual markers
* Checking certificates are correct upon receipt, collating these & preparing for presentation evening

**Assessment, Reporting and Data**

* Maintenance of the MIS database
* Responsibility in ensuring that the MIS database system is fully up to date and accurate in respect of all pupil information from entry to leaving
* Production of the school census
* Input and extraction of data from computer system including Assessment Manager
* Production of all student reports in regard to attainment
* Producing and collating attainment certificates for students
* Using pupil data software to create and maintain the school tracking systems
* Ensure all data tracking systems are relevant, accurate and up to date
* Production of data analysis reports for senior staff as required
* Work with timetable to produce student timetables annually and throughout the year
* New intake, academic year set up and end of year procedure in SIMs

**Other Duties**

* Work as part of the wider administration team and support whole team goals and ethos
* Planning improving processes
* Carry out any other duties appropriate to the level of the post as required
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as may be reasonably directed
* Participate in training and other learning activities and performance management as may be reasonably directed



The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

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The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



**THE HEYS SCHOOL**

**JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,

PRESTWICH,

MANCHESTER.

M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** [jobs@theheys.school](mailto:c.smith@theheys.school)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ | | |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAMES:** |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** |  |
| **ADDRESS** |  | | |
|  | | |
| **POSTCODE:** |  | **MOBILE NUMBER:** |  |
| **TELEPHONE NUMBER:** |  | **NATIONAL INSURANCE NUMBER:** |  |
| **EMAIL ADRESS:** |  | | |

**3. CURRENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURENT EMPLOYER:** |  | | | |
| **JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **NOTICE PERIOD:** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**4. PREVIOUS WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF EMPLOYER** | **Dates of employment** | | **Post(s) held** | **Reasons for leaving** |
| **From** | **To** |
|  |  |  |  |  |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school?  *(If yes, please state relationship)* | Yes  No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes  No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes  No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | Yes  No |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |  |

**10. Criminal convictions or cautions**

|  |  |
| --- | --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.  Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.  Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. | |
| Do you have any unspent criminal convictions, cautions or bind-overs?  If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes  No |

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE 1**  Please provide name and address | | | | **REFEREE 2**  Please provide name and address | | | |
|  | | | |  | | | |
| **TELEPHONE NUMBER:** |  | | | **TELEPHONE NUMBER:** |  | | |
| **EMAIL:** |  | | | **EMAIL:** |  | | |
| **Reference Type:**  (Please circle) | Employer | Education | Character | **Reference Type:**  (Please circle) | Employer | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | |

**12. FURTHER INFORMATION FOR CANDIDATES**

\* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

\* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

\* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:       Date: