



RECRUITMENT PACK

Data and Exams Officer
Permanent, full time

Grade 6 £33,024 - £37,336





Success for all.
Opening minds.
Unlocking doors.



LETTER FROM OUR CEO



Thank you for your interest in the position within the All Saints Multi Academy Trust. All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to the Academy of St. Francis of Assisi and the Trust. You will be committed to supporting our Christian and educational vision, and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for young people are achieved.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H. Duggan'. The signature is stylized with a large loop and a long horizontal stroke extending to the right.

Heather Duggan
CEO

LETTER FROM THE HEADTEACHER



We are pleased to announce an exciting opportunity for a Data and Exams Officer to help lead our fantastic academy. You will join the team supporting the Quality of Education work across the school. Working alongside the Headteacher, two other Deputies, and extended Leadership Team you will play a crucial part in shaping the future of our academy. Our community is very diverse: academically, socially and culturally, and it is this diversity which makes it such a special place to work. It is truly an exciting place to be.

The Academy of St Francis of Assisi is a family, guided by Christian love and following in the footsteps of Christ. Our school is laying the foundations for pupils to flourish and 'Live, love and learn together in the light of Christ'. We are inspired by the teachings of Christ and the example of St Francis who said, 'Don't change the world, change worlds.' We strive for excellence, cherishing every child in our care as a unique thumbprint of God, enabling all to realise their full potential.

Our vision of 'Success for All' is delivered through our challenging, and engaging curriculum. This reflects and celebrates our distinctive, richly diverse, and vibrant community. The primary purpose of our curriculum is to equip every child with the knowledge, skills, and personal qualities so that they reach their full potential, regardless of their background, experience, or social privilege, to achieve success now and in the next phase of their education and life, making a positive contribution to society. Our curriculum is designed to open doors and unlock minds to ensure that all our students are given opportunities to thrive and shine. We invest heavily in staff development opportunities, and we have created a culture of continual profession development amongst teaching and support staff.

We are now the school of choice for parents in our community, with all year groups being full or oversubscribed. We know our strengths and areas for development and have robust and effective plans in place to ensure that we are making progress every day, week and term.

We work closely with the All Saints Trust to provide a supportive environment for all of our staff to grow and make a difference to the lives of our students.

We are looking for a talented, experienced, and ambitious Data and Exams Officer who can help us drive change and create a happy and safe place for learning together and achieving ambitious objectives. You will be driven by a desire to serve our community and young people. If you feel that your values and ambitions align with ours, and you believe that you can support our journey to deliver our vision, we would love to hear from you. Visits are encouraged and can be arranged by contacting our Office Manager, Mrs R Barrow on 0151 260 7600 or email barrowr@asfa.allsaintsmat.org

We look forward to hearing from you.

Yours faithfully



Jo Leech

Headteacher





CONTENTS

4. Letter from our CEO

5. Letter from the Headteacher

6. Information about the Academy of St Francis of Assisi

7. Mission and Values

8. Application and Interview Process

10. Job Vacancy

11. Job Description

15. Person Specification



ACADEMY INFORMATION

The Academy of St Francis of Assisi is a unique and special place to work. It is a vibrant and happy school, serving a neighbourhood which ranks as one of the most deprived in England. The percentage of students who qualify for pupil premium funding is 66%. This figure is consistent across all year groups with a larger proportion (73%) in our current Y7. The percentage of students for whom English is an additional language is now 46% compared to a national average of 17%, many students who have EAL are also new to the country. There are 64 languages spoken at the Academy with 58 nationalities represented amongst students. 30% of students have SEND status. 3.8% have a current EHCP, compared to 2.2% nationally. Historically large numbers of students do not have KS2 data, leading to published Progress 8 figures not representing true performance of the students at the end of Year 11.

On average, students arrive at the Academy well below KS2 national expectations. A quarter of the current Year 11 cohort, have no KS2 data. In Year 7, many students who arrived with us in Year 7 were below their chronological reading age with 35% classed as red readers and 25% classed as amber readers.

The academy has a supportive team of around 100 staff who share similar values of improving the life chances for our young people and their families. Our mission statement is at the heart of everything that we do. This is seen in our broad and ambitious curriculum which helps our learners develop morally, culturally, mentally and physically so that they are prepared well for their adult, working life.

All years are at PAN for 2022-23 and we are full for our new Y7 intake for 2023.

**“Don't change the
world, change
worlds.”**

- St Francis of Assisi



OUR MISSION VISION AND VALUES

Our Vision

We want all our young people to achieve the best possible outcomes, 'Success for all'.

Our Mission

At the Academy of St Francis of Assisi our mission is to provide a diverse learning community that empowers individuals to achieve.

Our Values

Everything we do is underpinned by our shared values as a joint denominational Academy.



Respect



Ambition



Pride



Happiness



Peace and
Reconciliation



APPLICATION AND INTERVIEW PROCESS

After the closing date, shortlisting will be conducted by a panel.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name and address (i.e utility bill, financial statement etc dated within the last three months)
- Where appropriate any documentation evidencing changes of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous

employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.

Students are

the heart of

what we do



Our Christian values
are comprised of pride,
ambition, respect,
peace, reconciliation
and happiness

JOB VACANCY

Data and Exams Officer (Permanent)

Required to start - ASAP

The Academy of St Francis of Assisi is an 11-16 Academy with over 900 students on roll. The Academy is focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work. The Academy of St Francis of Assisi is committed to ensuring that every student makes the most of their potential.

Applications are invited for a talented, experienced, and ambitious Data and Exams Officer.

If you are looking for an exciting career change in a diverse and forward-thinking Academy, then this could be your time to shine. We are seeking to appoint a hardworking individual who is passionate about providing the best quality education to the young people of Liverpool and ready to support our journey of school improvement.

The successful candidate will have experience of working in a school setting and have a proven track record in driving up curriculum standards. As Data and Exams Officer you will help the school move towards its objectives so that students achieve the highest standards possible. In addition to being an excellent practitioner, you will be relentless in your ambition to provide the best care and support for our young people and have the drive to ensure they receive only the highest standards of education.

The Academy of St. Francis of Assisi benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Denominational Multi Academy Trust in Liverpool. The Trust has a proven track record in ensuring staff reach their full potential and career aspirations through a comprehensive programme of CPD and career progression opportunities. Staff within the Trust benefit from access to the highest quality local and national training programmes, as well as peer to peer support and professional mentoring within the Trust. There is an opportunity for the successful candidate to contribute to Trust wide developments.

The successful candidate will have:

- Successful experience of data management at a whole school level.
- The ability to provide operational leadership and support for exams and assessment throughout the academic year.
- A deep passion to serve and make a difference to young people in the city of Liverpool.

Application packs are available on the Academy website at www.allsaintsmat.org/vacancies, and completed application forms should be forwarded to murphys@allsaintsmat.org or by post to HR Department, The Academy of St Francis of Assisi, Gardners Drive, Liverpool, L6 7UR.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Trust is an equal opportunities employer.

Closing date for applications:

9:00 a.m. Monday 19 February 2024

Interview date:

TBC

JOB DESCRIPTION

Job Title: Data and Exams Officer

Grade and Salary: Grade 6 (24-29) (37.5hrs p/w 42 weeks per year)

Reporting to: Headteacher

Contract Type: Permanent

Responsible for: Invigilators

Job Purpose

To be responsible for the overall management of student data and analysis of a range of data across the Academy including assessments, attendance, behaviour and ad hoc interventions.

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the Academy, including liaising with staff, students, invigilators and examination boards.

Key Duties and Responsibilities

- Strategic leadership and management of the Quality of Education
 - Leadership of invigilator team
 - Efficient use of staff and resources including timetabling and exams
 - Securing accountability from staff across the Academy
-

JOB DESCRIPTION

Data management

- To be manage the analysis and reporting of key data for Trustees, Governors, SLT, Middle Leaders, Attendance and Pastoral Teams in relation to behaviour, attitudes to learning, attendance and progress.
 - To coordinate student transfer data, including assessment data, in collaboration with the governing body, Local Authority and other external agencies.
 - To develop and manage the assessment recording processes that work effectively across the Academy including regular detailed statistical analysis of pupil progress using assessment data and other academy data to support the Leadership Team to identify key strengths and areas for development.
 - To produce regular data reports for the Senior Leadership Team and as requested.
 - To provide staff training and support staff on the use of data management software and platforms.
 - To lead the liaison with external agencies including exam board, Local Authority and DfE to complete the data checking and other statistical returns.
 - To lead the generation of assessment, data gathering and pupil reports.
 - To contribute to policy development in relation to the management and use of data.
 - To coordinate the admission process and organising testing (CAT), induction and timetables for all new students
 - To play a leading role in the induction process for new staff by providing Arbor training.
 - To manage the daily process for supply cover in conjunction with the Cover Manager, ensuring smooth running of the school day.
-

Management of Arbor system

- To oversee the Academy MIS (Arbor) for the new academic year, including set changes, and generating new timetables for staff and students.
 - To collaborate with subject leaders and the senior leadership team about attainment and progress of students.
 - To support Senior Leadership to analyse the data held in Arbor and produce reports on progress, effort and behaviour.
 - To manage the behaviour and attendance records and associated reports.
 - To collate data from different sources including DFE, FFT, and literacy/numeracy data.
-

Wider support for the academy

- To carry out key duties as required.
 - To act as a first aider.
 - To act as a fire marshal.
-

JOB DESCRIPTION

Exams

- To liaise with staff, parents and pupils regarding the examination processes.
 - To manage the overall running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
 - To coordinate with Heads of Department/SLT to develop Examination policies and advise internal and external partners on the interpretation and application of these policies and relevant legislation.
 - To liaise with Heads of Department/SLT regarding pupil examination entries.
 - To coordinate with staff and exam boards in relation to completed examination papers
 - To be responsible for liaising with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements.
 - To recruit, train, update and manage the Academy's external and internal invigilators, including school support staff and timetable staff to ensure all examinations are staffed in line with Board requirements. Make invigilators aware of duties and any special requirements.
 - To collaborate with SEN, Pastoral Staff and AHT Exams and Data to ensure that appropriate requests for special consideration and arrangements are made to the examination boards and implemented. In addition, prepare documentation and materials to support these requests.
 - To oversee the arrangements for staff, students and parents regarding examination conduct and to brief students on all examination procedures in line with JCQ rules.
 - To be responsible for the collection of coursework called for moderation by exam boards from Head of Departments, distribute post mark sheets and samples and ensure deadlines are met.
 - To be responsible for the providing the data and analysis on examination entries and results and distribute certificates to students.
 - To undertake examination invigilation where necessary.
 - To coordinate any other administrative duties associated with the smooth running of examinations and data analysis.
-

JOB DESCRIPTION

Additional Notes

- This job description sets out the main duties of the post.
 - The Data and Exams Officer is required to undertake any other reasonable tasks at the discretion of the Headteacher.
 - An Enhanced DBS Check will be requested on successful application to a position at the Trust
-

Staff Benefits

All Saints Multi Academy Trust is committed to investing in all its employees and is committed to encouraging positive working environments:

- Promote the physical and mental health wellbeing of our staff
 - Working with SMART Clinic we offer a range of health and wellbeing benefits, including:
 - physiotherapy
 - stress coaching
 - virtual GP support
 - counselling
 - eye care
 - annual flu jabs
 - anxiety management
 - 24/7 employee helpline
 - Cycle to Work Scheme
-

PERSON SPECIFICATION

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

Training and Qualifications	Essential	Desirable
5 GCSE passes A* - C or equivalent (inc English and Maths)	✓	
Qualified to degree level or equivalent		✓
Experience, Knowledge and Skills		
Previous experience of organising and preparing internal and external examinations	✓	
Experience of working with complex databases and data inputting	✓	
Experience of Excel and creating spreadsheets including the use of formulae	✓	
Experience of interpreting data and producing data reports	✓	
Experience of working effectively within an administrative setting and managing own workload	✓	
High levels of ICT skills, particularly in the use of Microsoft Office packages	✓	
Working knowledge of ARBOR and OFFICE 365		✓
Experience of working in a similar role in a school environment		✓
Personal Qualities		
Good organisational skills	✓	
Excellent written and oral communication skills with internal and external people at all levels	✓	
Resourceful, reflective and approachable practitioner	✓	
The ability to promote and maintain quality control in all aspects of work	✓	
Ability to develop effective systems and processes	✓	
Ability to prioritise workloads and to work to given deadlines	✓	
Ability to adapt to change within the working environment	✓	
Ability to maintain confidentiality	✓	
A commitment to equality and diversity policies	✓	
Understanding of child protection and safeguarding, or a commitment to engaging with appropriate training.	✓	
Commitment to the Academy's Christian ethos and distinctiveness	✓	



THE ACADEMY OF
**ST FRANCIS
OF ASSISI**

The Academy of St Francis of Assisi

Gardners Drive

Liverpool L6

7UR

Tel: 0151 260 7600

Email: info@asfa.allsaintsmat.org

Instagram: [academy_stfrancisofassisi](https://www.instagram.com/academy_stfrancisofassisi)

X: [@academy_assisi](https://twitter.com/academy_assisi)

The Academy of St Francis of Assisi is proud to be a member of the All Saints Multi Academy Trust.
All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of
England Academies Trust (Company Number 07007398)
51 Horrocks Avenue, Liverpool, L19 5NY, England.



PROUD TO BE PART OF

ALL SAINTS
Multi Academy Trust