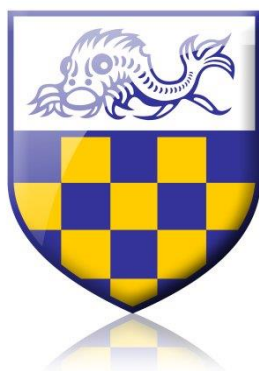


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2017**

**Data, Exams and Parent Portal Manager**



# Longhill High School

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

14<sup>th</sup> June 2017

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.longhill.org.uk](http://www.longhill.org.uk)

Our recent Ofsted Inspection Report (2016) has confirmed that Longhill is moving in the right direction, citing that 'there is much expertise within the teaching staff which generates enthusiasm for learning in many pupils'. Longhill is a truly comprehensive school, with a lively and committed staff that are united in their determination to make it a great school in which all our present and future students can fulfil their potential.

Your commitment and enthusiasm towards the Longhill ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of Mr J Hollingworth, Business Manager, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Miss K Williams**  
**Headteacher**

## **JOB DESCRIPTION**

Job Title: D Grade School Data and Exams Manager

Reports To: Deputy Head Teacher

Department: Children, Families & Schools

Section: Schools

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### **1. Purpose of the job**

- To be responsible for oversee the effective and efficient management of school data systems. To lead the development of the school's approach to data so that it provides timely information to help raise standards. To be accountable for the quality of data systems within the school and for the quality of data prepared for a range of stakeholders.
- To be responsible the examinations process from start to finish in accordance with Joint Council for Qualifications (JCQ) and Examination Board policy and associated deadlines, and to co-ordinate the production and distribution of school reports.
- To oversee the management of the school portal
- To be responsible for the development and maintenance of SIMS and PARs

### **2. Principle Accountabilities**

#### **Organisation/Administration/Resources**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures and policies
- Keep operational procedures under review to identify areas of potential development and / or improvement and make recommendations.
- Take a lead role in the development and maintenance of manual and computerised records / management information systems
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Provide detailed analysis and evaluation of data and produce reports / information as required

- Provide organisational and complex advisory support to other staff
- Responsible for completion and submission of complex forms, returns etc., including those to outside agencies, e.g. DfES
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions

### **Relating to School Data Management**

- To carry out the termly school Census
- Input and analysis of Performance data including exam analysis and internal assessments
- Liaising with Heads of Departments on data analysis
- Management of reports
- To support the Deputy Headteacher with results analysis relating to GCSE and other external examinations as well as Mock exams and reports.
- Production of examination statistics and analysis for public examinations
- To analyse assessment data and findings and prepare feedback reports
- To analyse and assess Behaviour and Attendance data and link with attainment.
- Where appropriate to train and provide support to teachers on analysing data to improve learning and teaching.
- To prepare spreadsheets on Excel format to inform curriculum decisions and preparation of internal data publications.
- To manage the display of assessment data to parents and students, via Parents Portal
- Managing the results process
- To create templates and mark sheets for the collection of report information, ensuring that mark sheets are completed by teaching staff in accordance with deadlines. To be

responsible for creating reports based on this information, escalating complex issues as appropriate and arranging for the reports to be issued to parents.

- To carry out the admissions processes including entering new intake data onto SIMs via data provided by primary schools, preparing primary transfer forms and keeping up to date list of student numbers and entering CTFs
- 4 Matrix – input of data at each reporting cycle, exporting of reports, updating of classes, updating of groups, input of background data and ensuring qualifications are current.
- Data entry into SIMs of data from external sources e.g. pupil premium data, key stage 2 data CATS
- Maintaining new students (casual entry) data into SIMs
- Providing and maintaining ad hoc data in excel for example accident statistics

### **Relating to Examinations Management**

- To liaise with exam boards in order to ensure that correct entries are made for all public, vocational and internal examinations, and to prepare and collate the required entry information on behalf of students and parents, processing any necessary alterations.
- To act as the key contact for examination queries from teachers, students and parents.
- To co-ordinate examination rooms, preparing attendance sheets and seating plans according to exam board policy. To liaise with premises staff to provide specific equipment and furniture as required, and with the SENCO to ensure Access Arrangements are in place for students with special needs. To run the examinations on the day, setting up the room, and organising entrants, and acting as the main point of contact for students.
- To prepare exam timetables for students and teachers, dealing with timetable clashes as appropriate, to arrange cover for teaching staff and informing students and parents of arrangements for examinations.
- To prepare and support assemblies informing students of regulations, expected conduct and other relevant information for each examination session.
- To assist with the recruitment of, and train examination invigilators and to co-ordinate invigilation timetables to ensure the correct ratio of invigilators, arranging or acting as emergency cover when necessary.

- To receive and store examination papers in a secure area to maintain confidentiality and to check, package and post completed exam papers and coursework in accordance with exam board policy.
- To attend GCSE results day (August), distributing results and other documentation and collating certificates for issue by post.
- To respond to queries related to GCSE results or the appeals process and ensure that students wishing to appeal are supplied with the necessary paperwork. To be responsible for sending off completed paperwork or making online requests for appeals via the exam board's secure site.
- To download examination results into SIMS and provide result analysis and reports for the Deputy Headteacher relating to all internal and external examinations.
- To check and collate examination certificates for presentation to students, ensuring that any grade changes resulting from appeals have been incorporated. To arrange for the posting or secure storage of uncollected certificates.
- To attend courses and meetings in order to keep informed about new practices and regulations and to communicate changes to Heads of Department and the Senior Leadership Team.
- Preparing estimates of examination entries for examination boards using information supplied by Heads of Departments.
- Managing the results process

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils

- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:** D Grade School Data and Exams Manager

### CRITERIA

### ESSENTIAL CRITERIA

#### Job Related Education and Qualifications and Knowledge

- HNC/HND or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software
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#### Experience

- Several years demonstrable experience of working in a relevant position

#### Skills & Abilities

- Excellent numerical and Excel skills
- Excellent literacy skills to undertake a variety of tasks, e.g. contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding
- Skilled in the use of specialist equipment / resources
- Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice
- Able to provide advice and guidance to senior staff / Head Teacher / Governors
- Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems
- Able to demonstrate sensitivity, diplomacy and tact
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. producing data reports and forecasts, presenting information
- Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met
- Able to undertake medium term planning, e.g. for recruitment



and selection

- Able to manage own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents
- Able to identify potential difficulties / issues, analyse them and make recommendations
- Able to negotiate and attempt to influence others, including external agencies, e.g. suppliers of goods or services
- Able to prepare reports for Head Teacher / Governors
- Able to prepare a range of data information / documents / invoices, including those for external agencies
- Able to present information at meetings
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self evaluate learning needs and actively seek learning opportunities
- Able to organise, lead and motivate other staff
- Able to plan and develop systems

## **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## **Data and Exams Team**

The Data and Exams team is made up of two D grade support staff who work to gather so that both understand all aspects of data and exams.

Both members of the team work full time term time only contracts. However in addition both work an additional 2 weeks in the holidays. This time needs to cover the exam results period.

The school uses the following IT packages:

- Microsoft word
- Microsoft Excel
- Capita SIMs
- 4Matrix
- PARs Pupil Data Management
- Parent Portal

You will report directly to the Deputy Headteacher.

## Additional Salary Information

### Salary

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

In this case you will be asked to work 41 weeks per year.

Annual Full Time salary ÷ 52 weeks x paid weeks per year (46.2) ÷ full time hours (37)  
x actual hours worked (37).

**Therefore the starting salary for this post is in the range of**

**£25,951 ÷ 52 x 46.2 = £23,056 raising to £26,790 per annum**



## **Brighton & Hove**

### **SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION**

#### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

#### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

#### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.