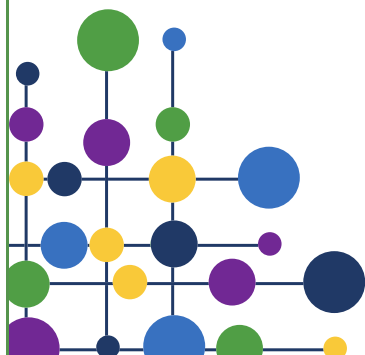
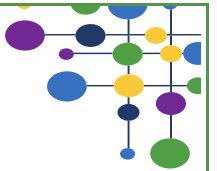


# **Royds Hall a SHARE Academy Exams and Data Administrator Application Pack**





## Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,



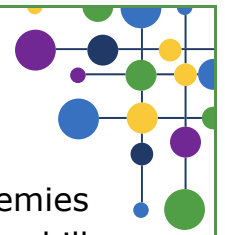
Thank you for taking an interest in this vacancy. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work in and provides the information you need about the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff. In providing support alongside an extensive continued professional development package to achieve the highest standards across the board. Wellbeing for staff and students is key in everything we do and provides a supportive, happy and healthy environment to work and thrive in.

Please read the details of the role and the academy below. Please do not hesitate to contact us if you need additional advice or information. I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

**John McNally**  
CEO



SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Equip staff to deliver their best every day and believe that '**Valuing People, Supporting Personal Best**' is key;
- Ensure our staff are happy at work, taking pride in pupils' progress and development;
- Ensure continuous improvement and development and to share our practice with others;
- Deliver an extensive and motivational CPD package relevant to the job role;
- Offer great benefits, supportive line management and networking opportunities across the MAT to aid personal development.

## **Information about Royds Hall**

We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to the children/young people. Together they assess pupils/student progress and achievement to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



## Exams and Data Administrator Role Profile

<b>Role Title</b>	Exams and Data Administrator	<b>Reporting to</b>	Exams and Data Officer
<b>Section</b>	Support Services, Royds Hall		
<b>Contract type</b>	Permanent, term time +5 days	<b>Grade / Salary</b>	Grade 6

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Working closely with the SIMS and Assessment Officer you will provide administrative support which will require a professional and customer focused service. You will be responsible for co-ordination, organisational and administrative support for the exams and data team, including maintaining and storing confidential electronic records.
<b>Safeguarding Requirements</b>	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

<b>Key Outputs</b>
<ol style="list-style-type: none"> <li>1. Be responsible for organising the checking, collection, collation and production of data sheets for parents/carers.</li> <li>2. Ensure parents receive accurate and timely reports relating to their child's performance within specific deadlines.</li> <li>3. Assist in the population of class groups with pupils before the start of new timetable and before the new academic year.</li> <li>4. Assist in the creation of mark sheets for recording assessment data in SIMS.</li> <li>5. Download data from 4 Matrix (or other similar) systems to provide data packs for SLT.</li> <li>6. With direction and support upload data to 4Matrix.</li> <li>7. Support the SIMS and Assessment Officer with the collation and sending to the exam boards any internally assessed marks; prepare and send samples of coursework for moderation.</li> <li>8. Support the SIMS and Assessment Officer with the logistical arrangements for the conduct of examinations, including producing seating plans, booking invigilators, booking rooms, etc.</li> <li>9. Ensure pupils receive their examination results and process any enquiries about results</li> </ol>

10. Ensure the appropriate information regarding results is received promptly by interested parties.
11. Ensure full compliance with GDPR/data protection legislation and regulations for data/exams area. Provide clear guidance for your team and staff regarding policy and actions required.
12. Carry out your duties with due regard to current and future school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through school communications.
13. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
14. Any other responsibilities commensurate within the requirements for this role or as directed by your Line Manager and flexibility to support colleagues across team as required.

***Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)***

- Range of Teachers approximately 55 across the whole school.
- Range of Students approximately 850.

***Work/Business contacts***

**Internal:** All teachers and support staff to liaise with, inform and advise; all students.

**External:** External Candidates, Examination Bodies, Department for Education, Local Authorities, Other Schools, Parents.

***Expertise in Role Required (At selection - Level 1)***

**Essential or  
Desirable**

- |                                                                                    |           |
|------------------------------------------------------------------------------------|-----------|
| • Experience with database and spreadsheet software                                | Essential |
| • Excellent Interpersonal skills and Communication skills both written and verbal. | Essential |
| • GCSE English and Mathematics (Grade C/4 or above)                                | Desirable |
| • Excellent IT skills                                                              | Essential |
| • Good working knowledge of SIMs and relevant modules (assessment manager/exams)   | Desirable |

- Experience of education sector in a secondary environment Desirable

***Other (Physical, mobility, local conditions)***

- Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. Essential

***Expertise in Role - After initial development - Level 2***

- Up to date knowledge of the public examinations process including the relevant policies, codes of practice and awareness of relevant legislation
- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.

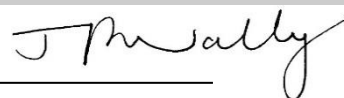
**Structure**

Exams and Data Officer

**Exams and Data Administrator**

**Signatures**

Approved by : CEO



Approved by : Post Holder/or Representative