

MAESTEG SCHOOL

Ffordd Dysgu
MAESTEG
Bridgend
CF34 0LQ



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Headteacher / Pennaeth: H. Jones B.A. (Hons) N.P.Q.H.

July 2023

Dear Applicant

Examination and Data Manager - Permanent

Required - September 2023

Thank you for the interest you have shown in the above post at Maesteg School.

Maesteg School is a thriving 11-18 community comprehensive school, situated within easy access to the M4 motorway, in a new 'state of the art' building.

The Governors are seeking to appoint an Examination and Data Manager to work under the direction and guidance of senior staff within a busy school office.

The successful candidate will be joining an experienced and well-supported team of support staff.

I look forward to receiving your application by **Wednesday 12th July 2023 - 9am**. Should you require any further information please do not hesitate to contact Mrs Tracey Lewis, Administration Manager on: tlewis@maestegschool.co.uk

Yours sincerely

Helen Jones
Headteacher

(Applicants short-listed for the above post will be contacted by the school as soon as possible after the closing date. Should you not be contacted, you have been unsuccessful in your application on this occasion. However, your interest in the post and Maesteg School is much appreciated. Thank you.) Please note: Due to the current economic climate, the school is unable to offer any re-imbusement for travelling expenses.

Motivated to Strive / Ysgogi i Ymdrech





MAESTEG SCHOOL

Required - September 2023

Examination and Data Manager

Grade 8 – (£27,344 - £28,371) pro rata
35 hours per week

This is an excellent opportunity to join a successful school in a state-of-the-art environment.

The Governors are seeking to appoint an Examination and Data Manager who will be working under the guidance of senior staff, be responsible for undertaking administrative and organisational processes within the school. Assist with planning and development of support services including the effective organisation of the school's examination process and to assist with the management of school data. The successful candidate will be required to work 2 weeks during the Summer holidays to administer examination results.

The successful candidate will be joining an experienced and well supported team of support staff.

Information via:

Email: admin@maestegschool.bridgend.cymru

*Application pack (including application form) are in Word format and will be forwarded to applicant via email, **please return via email.***

Closing date for applications: 9am on Wednesday 12th July 2023

Applicants are requested to note that the successful candidate will be required to agree to an enhanced criminal record clearance being undertaken



Dear Candidate

I am delighted to welcome you to Maesteg School. We are a vibrant, popular school in the Llynfi Valley committed to providing an outstanding education for all our students. The school is in a pleasant rural setting conveniently situated just off the M4 between Swansea and Cardiff in the borough of Bridgend. The school is a community-focused school and enjoys close relationships with our 6 partner primary schools and benefits from a supportive close-knit community. We are a co-educational 11-18 schools with almost 1200 pupils, 200 of those in the 6th form. Fundamental to the way we work here is in removing barriers to learning. To that end we look to recruit staff who have a strong moral purpose and passion for education who understand that excellent pupil/teacher relationships are at the heart of everything we do to ensure success for our young people.

We want the very best for the children in our care to provide a learning environment where every child has the opportunity to succeed and thrive as an individual. Our simple motto is 'Motivated to Strive'. This means that we place significant emphasis on creating a disciplined learning environment where everyone is expected to work hard and make a contribution to Maesteg School Life. We expect our students to work hard at school and at home. We want them to acquire a love of learning, deep knowledge and skills that will equip them to survive and succeed in 'life after school.' We expect our students to explore ideas, to question concepts and debate opinions. We want to develop students who are confident communicators who can speak in front of others and write competently for a range of audiences and purposes. Our students will aspire to be resilient problem solvers who will accept that failure is an essential part of the learning process. They will be numerate and digitally competent and they will celebrate cultural diversity alongside their Welsh identity.

We are currently in the privileged position of being described as a school with very good prospects for continued improvement. In recognition of the work we have done to improve standards by developing an innovative curriculum and an excellent staff development programme, we have become a Lead Partner School with Swansea University and as a result of our work as a 'Pioneer School', we have adopted the new Curriculum for Wales for September 2022 with our current Year 7 cohort.

Our curriculum ensures that every student is offered a wide range of subjects and opportunities to succeed. Although we value academic achievements, equally important to us are the wider aspects of school life such as sport, music, drama, and creative arts. All our students are encouraged to participate in our extensive after school programme which encourages them to explore and make the most of their talents. To this end, we particularly welcome applications from staff who can contribute to and continue to develop our extra-curricular programme.

Maesteg School is a highly inclusive school where we pride ourselves on knowing each and every child as an individual. Our House structure and superb pastoral systems, ensure that every child is valued and that Wellbeing is at the heart of everything we do. Our school is a warm, caring community with excellent relationships between students and staff. We aim to develop ambitious, optimistic young people who leave our establishment proud of their achievements, proud of their community and proud of themselves.

Our 6th form is highly successful with students pursuing Higher education courses, apprenticeships and careers which include medicine, law, journalism, computing and engineering. Those students who aspire to Oxbridge are supported through the rigorous selection process via a bespoke support programme to ensure that they are thoroughly prepared for the challenges ahead.

Our teachers are ambitious for success in terms of pupil outcomes and their own professional development. Continued Professional Development is carefully planned for and developed as career progression is both expected and encouraged at Maesteg School. We have a thorough induction programme and developed a bespoke training package for our NQTs.

I feel honoured and privileged to lead Maesteg School and I am proud of the many and varied achievements of our staff and students. I am confident that should you choose to apply for a position in our school, you too will want to become a part of our happy, ambitious and successful school.

Thank you for taking an interest in our school.

I look forward to hearing from you. Good luck!

Helen Jones
Headteacher

Job Description

Directorate:	Children's
Department:	Maesteg Comprehensive School
Post:	Examination and Data Manager
Grade of Post:	Grade 8
Responsible to:	Senior Leadership Team, Administration Manager

Job Purpose:

Under the guidance of senior staff, be responsible for undertaking administrative and organisational processes within the school. Assist with planning and development of support services including the effective organisation of the school's examination process and to assist with the management of school data. The successful candidate will be required to work 2 weeks during the Summer holidays to administer examination results.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES

- Oversee all examination processes ensuring availability of resources and communication systems
 - Manage the daily running of all external examinations and student testing, including ensuring the accurate examination entries and the provision of all required materials and arrangements for candidates.
 - Develop exam guidance and brief pupils on exam preparation
 - Organise and supervise data and SIMS systems within the school including pupil data and assessment, recording and reporting
 - Produce ad hoc reports and statistical analysis as required by senior and operational managers across the school
 - Analyse and evaluate data / information and produce reports and documents
 - Run complex reports and make recommendations
 - To assist the Headteacher with administrative tasks as required in relation to School improvement and any other duties appropriate to the grade and skills of the post holder and as determined and requested by the Headteacher / Line Manager.
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Main Purpose of the Role

Examinations

- Oversee the submission of all entries for external examinations to awarding bodies in advance of the deadlines.
- Organise examination materials including custody and security of examination stationary and papers in accordance with regulations.
- Organise examination rooms, timings and conduct, including online examinations, in accordance with regulations, and provide a centre examination timetable to all staff and students.
- Maintain accurate records of all examinations, including seating plans and registers.
- Collect and dispatch all worked scripts in accordance with official regulations.
- Manage the receipt of results and oversee the distribution of results to candidates on results days.
- Process enquiries about results and requests for the return of scripts.
- Receive examination certificates and make arrangements for their issue and storage.
- Manage the examinations budget and monitor the cost of amendments and resits. Organise the collection of registration and examination fees, ensuring fees levied are paid into the Finance department.
- Process requests for special arrangements, special considerations and appeals against provisional results. Organise SEN provision and liaising with the SEN co-ordinator.
- Act as the schools principal link to examination bodies, disseminating examination related information including literature and syllabuses to faculty leaders.
- Investigate complex complaints and report the findings to SLT.
- Make decisions regarding complex examination queries from pupils, liaising with examination boards and outside agencies.
- Manage the invigilation team, including recruitment, briefing, training and deployment of invigilators in line with school and exam board procedures
- Encourage a positive examination culture to which all staff and students subscribe, by professionally administering all examination publicity, policies and testing.
- Keep up to date with all requirements of the role, meeting and representing the school at awarding body and local authority briefings.
- Provide a range of innovative solutions to problems, including accommodating exam clashes

Data

- Organise and supervise data and SIMS systems within the school
- Manage pupil data including the accurate record keeping of academic, contextual and contact information.
- Manage home communications including the use of In Touch and Parent App.
- Assist the administration manager in the completion of returns and statutory information.
- Assist with the School Assessment and Reporting process, including pupil achievement and progress, reporting to parents and staff.

- Supporting all events in the Assessment, Recording and Reporting calendar, setting up and ensuring timely completion of Assessment templates by staff.

General

- Comply and assist with Local Authority and School policies and procedures relating to child protection, health and safety, confidentiality, equal opportunities and data protection, reporting concerns to the appropriate person.
- Undertake other duties commensurate with the role as required by the Headteacher

Person Specification

Examination and Data Manager

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • NVQ2 or equivalent in administrative field or ability to demonstrate competence through experience 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Previous administrative experience • Demonstrates sound experience and understanding of ICT packages • Demonstrate experience of data analysis and reporting in Microsoft Excel • Knowledge & experience of SIMS • Knowledge and experience of school examination processes and procedures and a willingness to undertake training. • Comply and assist with school policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities, data protection etc., reporting all concerns to the appropriate person. 	Yes Yes Yes Yes Yes	Interview, application form and references
Skills & Personal Qualities	<ul style="list-style-type: none"> • Competent keyboard skills • Good numeracy/literacy skills • Work constructively as part of a team • Ability to relate well to children and adults. • Plan workload of self and others to meet deadlines and requirements 	Yes Yes Yes	Interview, application form, and references