



Inspire Learning Trust



Data & Exams Assistant

Closing Date: Wednesday 21 February 2024 at 12 noon

Interviews to take place: w/c 26 February 2024

Responsible to:	Data & Exams Manager
Responsible for:	To be the key support to the Data & Exams Manager to maintain the efficient running of the school data and functions by providing the full range of administration, analysis and high-level support. To assist with the coordination of exams and assessment and to ensure records reflect stored data.
Salary:	Band D actual salary £20,461 to £20,803 (FTE salary £23,500 to £23,893) depending on experience
Working hours:	37 hours per week, plus 2 training days

Inspire Learning Trust is a Multi Academy Trust based in Rotherham which includes Oakwood High School, Sitwell Junior School, Thomas Rotherham College and Winterhill School.

The successful candidate will be based at Winterhill School and will be responsible for providing support to the Data & Exams Manager, ensuring an effective and efficient service is provided at all times to all stakeholders.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.

Applicants are required to apply via our online application form which is available on our website: <https://www.inspiretrust.uk/vacancies/>

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers, and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces.

We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online searches which will be done as part of due diligence checks ahead of interview. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process



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including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

All candidates are expected to read the Trust's Safeguarding Policy accessible via our website: <https://www.inspiretrust.uk/page-template/statutory-documents/>

Why work for us?

- | | |
|---|---|
|  <p>Employee Assistance Programme
24/7 confidential help covering counselling and practical and emotional help.</p> |  <p>Support Staff Holiday Entitlement
Generous annual entitlement for all our professional support staff.</p> |
|  <p>Accredited living wage
We are committed to ensuring staff rates of pay exceed the national minimum wage.</p> |  <p>Student Admissions at OHS
Priority placing for children of staff, subject to length of service.</p> |
|  <p>Specsavers Eye care voucher scheme
Obtain a free eye test and discounts on glasses</p> |  <p>Flu jabs
Flu jab vouchers available on an annual basis.</p> |
|  <p>Cycle to work Scheme
Salary sacrifice scheme on a brand new bike with Cyclescheme.co.uk</p> |  <p>Free Parking
Free car parking at all sites.</p> |
|  <p>Employee Referral Scheme
You could earn £500 for recommending an appointed friend or family member</p> |  <p>Evening Language Classes
Access to modern foreign languages classes at a 25% discounted rate.</p> |
|  <p>Onboarding for new starters
Bespoke onboarding process for all new starters, including an additional day's pay.</p> |  <p>Pension contributions
Access Teachers and Local Gov pension schemes, contributions between 16% and 24%.</p> |
|  <p>Gym and exercise classes
Gym membership and exercise classes at only £10 per academic year.</p> |  <p>Urban Yoga
Access free yoga classes at Oakwood High School.</p> |
|  <p>Sports Facility Hire
Reduced rates on our sports facilities and pitch hire.</p> |  <p>Westfield Health Scheme
A salary sacrifice scheme that gives quality health cover.</p> |



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Job Description and Person Specification

Main Purpose of the Job

The successful candidate will be responsible for supporting the exams/data lead in the organisation and administration of all aspects of the examination process, in line with JCQ regulations. They will be responsible for all administrative support and coordination of data, assessment and records as directed by the exams/data lead.

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community.
We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.

Role Specific Duties and Responsibilities of the Post

(Including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1. Role related tasks	A	L	O
1.1 To be responsible for the administrative support and coordination of data, assessment and records as directed by the Data & Exams Manager.	✓	✓	✓
1.2 To ensure all records are kept up to date and reviewed regularly.	✓	✓	✓
1.3 To make use of mark sheets/templates on the MIS (Management Information System)	✓	✓	✓
1.4 Ensuring sound administration of exam room conditions in compliance with JCQ requirements.	✓	✓	✓
1.5 Ensuring all deadlines regarding assessment are met.	✓	✓	✓
1.6 To support the exams/data lead with requests for access arrangements, special consideration and provision.	✓	✓	✓
1.7 To issue reports, as required, to the Senior Leadership Team.	✓	✓	✓
1.8 To quality assure data/entries before wider distribution	✓	✓	✓



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2. General	A	L	O
2.1 Support the Lead Administrator with relevant duties at key points.	✓	✓	✓
2.2 Contribute to the smooth running of the office by undertaking other clerical tasks as directed by the senior leadership team.		✓	✓
2.3 Provide general admin/reception support as and when required	✓	✓	✓
2.4 Develop and maintain professional relationships with Managers, Staff and Support Service colleagues to ensure consistency and enhance service delivery.	✓	✓	✓

3. Generic Duties and Responsibilities

3.1 Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.

3.2 All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust.

3.3 Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.

3.4 Participate and contribute to Talent Development/Appraisal and Service Frameworks and other plans.

3.5 All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal/external training, networking, updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.

3.6 Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

3.7 Contribute positively to the overall ethos/aims of the Trust including participation in appropriate networks and projects.

3.8 Establish constructive relationships and communicate with others (inside and external to the Trust).

3.9 Organise and support school/college and Trust events as requested.



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3.10 Any other reasonable and appropriate duties as directed by Trust or school/college Senior Staff.

3.11 All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.

Person Specification

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

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1. Qualifications/training/experience	Essential	MoA
1.1 English and Mathematics GCSE grade C or above (or equivalent).	✓	AF/CQ
1.2 Recent experience working in a similar role		AF/I/R
1.3 Experience of school administration		AF/I/R
1.4 Excellent IT skills and knowledge (including excel/spreadsheets)	✓	AF/I/R

2. Skills/attributes	Essential	MoA
2.1 The ability to communicate effectively at all levels and with all stakeholders	✓	AF/I/R
2.2 Experience of working effectively as part of a team but also proven ability to work independently on given tasks.	✓	AF/I/R
2.3 Ability to organise, plan and manage workload in a timely manner.	✓	AF/I/R
2.4 Ability to maintain a high level of confidentiality and discretion at all times, without exception.	✓	AF/I/R
2.5 Ability to demonstrate a methodical, organised and flexible approach to work.	✓	AF/I/R



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3. Mandatory Requirements	Essential	MoA
3.1 A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Learning Trust.	✓	AF/I/R
3.2 Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF/R
3.3 References that confirm suitability to work in an educational setting, reference must be provided from the current/most recent employer. References will not be accepted from members of the candidate's families or acting purely as a friend.	✓	AF/R

4. Physical Requirements	Essential	MoA
4.1 Health and physical capacity for the role.	✓	AF / I / R
4.2 A good attendance record in current employment (not including absences resulting from disability).	✓	R

5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

5.1 Seeing the Bigger Picture: Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.

5.2 Changing and Improving: Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.



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5.3 Making Effective Decisions: Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively.

5.4 Leadership: Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.

5.5 Communicating and Influencing: Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.

5.6 Working Together: Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.

5.7 Developing Staff and Others: Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.

5.8 Managing a Quality Service: Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.

5.9 Delivering at Pace: Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.



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This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with the Education Support Partnership, and they provide us with an Employee Assistance Programme to support all staff on a range of issues. We will continue to work with our staff body to improve and ensure that we remain a really good place to work. Our commitment to our pay and conditions is demonstrated by the Trust being recognised as an Accredited Living Wage employer.



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Inspire Learning Trust is committed to... Educational Social Responsibility
We are committed to a value led educational provision.

Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**
- **Inspired to achieve - Oakwood High School**
- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**
- **Everyone succeeds - Winterhill School**

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,
Reflection, Risk taking and Relationships***