



# Data and Examinations Officer

Full time, Permanent  
Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

## **Executive Headteacher's welcome**

Thank you for your interest in this opportunity to join our team at Seaton Valley Federation of Schools as Data and Examinations Officer. This post will be based across the 3 schools in Seaton Valley Federation. This candidate information pack will tell you much more about our schools and the roles available.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

We are about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building for Astley Community High School and Whytrig Middle School bringing new facilities for our staff and students.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All of the schools in the federation are rated 'Good' by Ofsted.

I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Gary Taylor, Business Manager on 0191 237 1505**



**John Barnes, Executive Headteacher – Seaton Valley Federation of Schools**

## Our ethos and values

We have three main themes to our ethos:

1. To know every child academically and pastorally as a complete young person.
2. To treat everyone and everything with respect.
3. To strive for everyone to be as good as they can be and to be proud of doing well.

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

## About Our Schools

	Age Range	Total number of pupils	Number in sixth form
Astley Community High School	13 - 18	564	136
Seaton Sluice Middle School	9 - 13	308	N/A
Whytrig Middle School	9 - 13	289	N/A

## About our performance

	Overall Effectiveness	Last Ofsted Inspection
Astley Community High School	Good	November 2019
Seaton Sluice Middle School	Good	January 2018
Whytrig Middle School	Good	November 2021

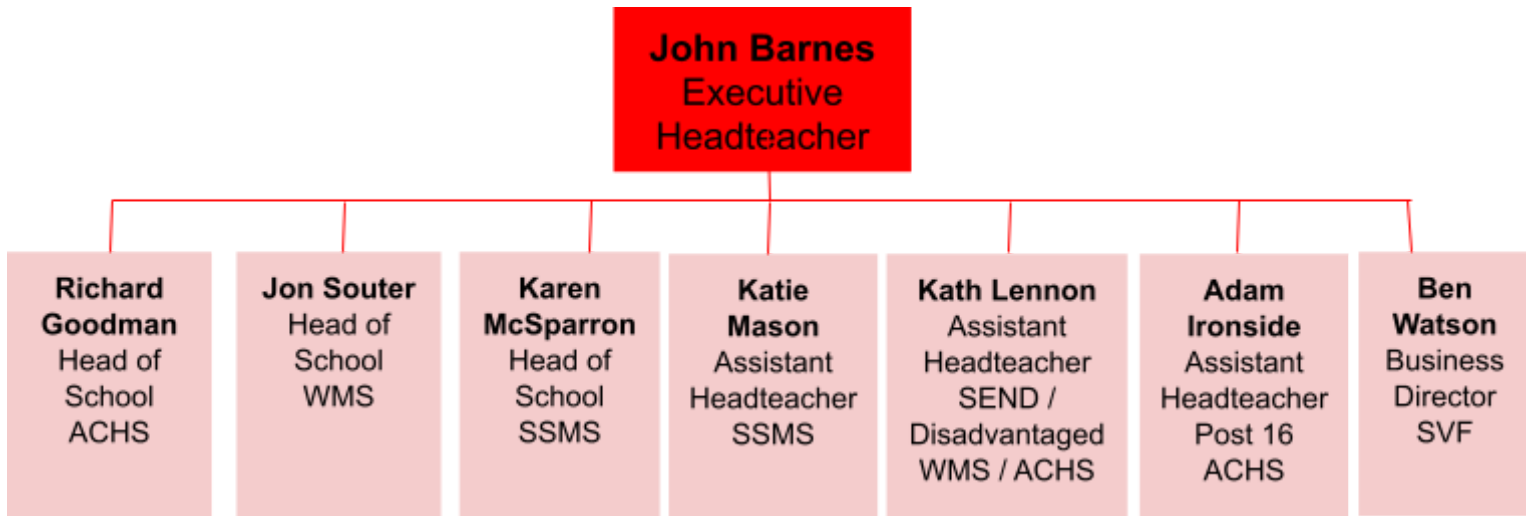
We are very proud all three schools in Seaton Valley Federation are rated as GOOD schools by Ofsted. The most recent inspection at Whytrig Middle judged the school to be a Good school overall and 'Outstanding' for behaviour and attitudes. See below some of the comments made on our most recent ofsted reports:-

"Overall behaviour across the school is very good. Leaders and staff set pupils clear expectations and make effective use of the school's behaviour management systems, including the merits rewards. Pupils engage well in lessons, are pleased to share their learning and work collaboratively with their peers. Pupils behave well at lunchtimes and breaktimes, socialising well with friends. Movement between lessons is orderly and pupils arrive promptly and ready to work hard." **Ofsted 2018 (SSMS)**

"Pupils say that they are very proud of their school. They struggle to think of anything they would want to improve about it. One pupil said, 'There are too many good things and I would not have time to tell you about them all.' Staff and school leaders care deeply about the pupils and have high expectations of them. This is an inclusive school. Relationships in classrooms are excellent. Teachers say that they love working here because they can really teach." **Ofsted 2019 (ACHS)**

"This school is an inclusive environment where pupils value each other. They respect and celebrate difference. There is a strong sense of community and pupils feel responsible for each other. Pupils spoken to would all challenge bullying if they saw it. Parents and carers and pupils agree that if bullying does occur, it is dealt with effectively by staff. Pupils feel safe and happy here. They are rightly proud of their school. Behaviour is exemplary. Pupils who have previously found school difficult thrive and flourish here." **Ofsted 2021 (WMS)**

## About Our Structure



## About the Support Staff Team

Over the next few pages you will find the advert, job description and person specification for the post of Data and Examinations Officer, but we know that you will want to know more about our team.

Across the federation we have a very experienced and dedicated team of support staff, many of whom work across all three of our schools, spending part of the week in each one.

As our schools are relatively small, many of our support staff have multi-disciplinary roles, and therefore regularly work in collaboration with one another to build their knowledge and skills - in this case, the team works very closely together, supporting one another to ensure the timely and accurate production and analysis of data to drive school improvement and support the examinations process.



**Ben Watson, Business Director**



## **Seaton Valley Federation of Schools**

Elsdon Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0BP  
0191 237 1505

### **Data and Examinations Officer**

**37 hours per week, full year**

Band 5: £24,496 to £26,845 per annum

We are seeking to appoint an enthusiastic and experienced Data and Examinations Officer to join our team at Seaton Valley Federation of Schools.

The successful candidate will provide an effective data service and to ensure the efficient delivery of examinations across the Seaton Valley Federation. You will work with each Head of School to develop and manage procedures to assist the schools in their collection, analysis, monitoring and tracking of data and assessments, and will also be responsible for managing the effective and efficient administration of all of our exams across the school year, following JCQ rules.

You will need to be able to work independently without close supervision within agreed procedures, and will be responsible for recruiting and line managing a team of exam invigilators who will support the examinations process.

This post is for 37 hours per week working full year. The working hours will typically be 8.30am to 4.30pm Monday to Friday, although some flexibility may be needed from time to time. With 25 days' annual leave, rising to 30 days after 5 years' service. Annual leave will be taken during the school holiday periods, although you must be available during the two GCSE and 'A' Level results weeks in August. You would also be eligible for membership of the Local Government Pension Scheme.

Visits to the school are welcome and encouraged, please call Gary Taylor, Business Manager on 0191 237 1505 to arrange.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form must be submitted **by 9am on Monday 3 July 2023** by e-mail to [vacancies@svf.org.uk](mailto:vacancies@svf.org.uk) Please indicate clearly the title 'Data and Examinations Officer' in the subject field of your email.

Further information about all of our current vacancies is available at: <http://www.svf.org.uk>

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title: Data and Examinations Officer</b>	<b>Director/Service/Sector : Children's Services</b>		<b>Office Use</b>
<b>Grade: Band 5</b>	<b>Workplace: Seaton Valley Federation</b>		JE ref: S1238
<b>Responsible to: Business Manager - Data, Facilities and Curriculum Support</b>	<b>Date: January 2023</b>	<b>Manager Level:</b>	
<b>Responsible for: Exam Invigilators</b>			
<b>Job Purpose:</b>			
To provide an effective data service and to ensure the efficient delivery of examinations across the Seaton Valley Federation			
<b>Resources</b>	Staff	Exam Invigilators	
	Finance	Raise orders and check invoices for exam entries, and retrieve costs from resits and absentees	
	Physical	All school administrative resources relating to exams, data and assessment including secure storage of exam scripts and stationery; accuracy and security of databases, maintaining confidential student data	
	Clients	Internal: SLT, teachers, other support staff, pupils, governors External: Parents, Local Authority, DfE, ESFA, exam boards, other external agencies, visitors, members of the public	
<b>Duties and key result areas:</b>			
<b>Data Management/Reporting and Assessment</b>			
<ol style="list-style-type: none"> <li>1. Work with the Heads of School and Business Manager - Data, Facilities and Curriculum Support to develop and manage data, assessment and analysis procedures to assist the schools in their collection, analysis, monitoring and tracking of data and assessments</li> <li>2. Oversee the student data on the federation's MIS including accurate transfer of student data from feeder schools and to other schools, ensuring all personal and academic data is correct</li> <li>3. Produce statistical returns for a variety of external and government agencies including School Level Annual School Census returns and provide local authority level data</li> <li>4. Enter, maintain and ensure post-16 funding data is accurate for returns in October and May</li> <li>5. Identify and develop procedures for student data management</li> <li>6. Manage, plan, schedule and coordinate whole school internal and external reporting in accordance with government and SLT requirements.</li> <li>7. Create and maintain models to generate and output assessment reports to a variety of different audiences</li> <li>8. Produce accurate termly reports for each year group</li> <li>9. Be responsible for assessment and reporting software modules</li> <li>10. Provide necessary training to staff for assessment and reporting</li> <li>11. Be responsible for coordination, input and analysis of performance data for students</li> </ol>			

## 12. Update and maintain assessment spreadsheets for school analysis

### **Timetabling**

1. Provide administrative support with regards to timetabling across the federation, specifically:
  - a. input of student data, when appropriate
  - b. extraction of data as required for students
  - c. dealing with student timetable queries as they arise

### **Examinations and Controlled Assessment**

1. Manage the administration of internal and external examinations and assessments ensuring they are run in accordance with JCQ regulations and school procedures
2. Maintain up-to-date knowledge of requirements and developments in examination matters and ensure that this information is shared with relevant staff
3. Liaise with Heads of School to complete examinations and Key Stage 2 test entries
4. Organise any special arrangements/special consideration for individual students in conjunction with each school's SENDCo
5. Prepare and co-ordinate the Exam Invigilators for exam days
6. Recruit and line manage exam invigilators, and provide the necessary staff direction and invigilator training in the conduct of examinations to ensure regulations are maintained
7. Deal with any reports of examination malpractice
8. Coordinate production of examination results and statistical analysis, reporting results to staff, students and external agencies.
9. Deal with enquiries about results and arrange for remarks, and be responsible for checking the accuracy of examination data received from external agencies
10. Liaise with middle and senior leaders to produce whole school examination and assessment calendars for the school year, and timetable internal examinations and assessments to ensure minimal disruption
11. Coordinate Controlled Assessment, liaising with relevant staff
12. Estimate costs, raise orders and check invoices in relation to the exams budget
13. Organise charges for examination entries and/or resits in line with the federation's Charging and Remissions Policy
14. Ensure the secure storage and handling of examination scripts and stationery at all times

### **General Responsibilities**

1. Be aware of and comply with policies and procedures relating to safeguarding of children/vulnerable adults, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the development and implementation of the overall ethos/work/aims of the federation.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Attend and participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.



8. Be prepared to work across the federation to meet the needs of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this job description are indicative and may vary over time.

**Work Arrangements**

Transport requirements:	None
Working patterns:	Normal school hours but must be extremely flexible during examination periods often working additional hours each day. Must also work set days during the August results sessions in the Summer Holidays to support examination results days.
Working conditions:	Normally indoors.

**Northumberland County Council  
PERSON SPECIFICATION**

<b>Post Title:</b> Data and Examinations Officer	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b> S1238
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Level 3 or equivalent qualification in a relevant discipline  Excellent numeracy and literacy skills including GSCE Maths and English at A*-C (or equivalent)  ECDL or similar IT-based qualification  Understanding of the current English primary and secondary school systems	Bromcom and SISRA training  Up-to-date knowledge of national examination practice and procedures	(a)
<b>Experience</b>		
Previous experience of EITHER managing management information systems and producing reports OR planning and administration of examination entries  Working in a business environment to provide support to managerial level staff  Experience of working with other agencies and professionals  Experience of interpreting and implementing policy and procedures  Experience of using Google Suite and Microsoft Office	Experience of planning and administration of Key Stage 2 SATS  Experience of using Bromcom and SISRA  Experience of submitting school census and other pupil counts  Working in an educational establishment at supervisory level  Experience of administering budgets  Experience of supervising a multidisciplinary team	(a), (i)

<b>Skills and competencies</b>		
<p>Ability to motivate and influence others</p> <p>Excellent ICT skills</p> <p>Ability to plan, prioritise and organise self and others effectively and work flexibly to meet the varying needs of the schools</p> <p>Ability to work accurately with meticulous attention to detail</p> <p>Ability to meet internal and external deadlines and remain calm under pressure</p> <p>Well developed interpersonal skills, particularly:</p> <ul style="list-style-type: none"> <li>• Negotiation skills</li> <li>• Listening skills</li> <li>• Sensitivity and discretion</li> </ul> <p>Ability to relate well to both adults and children</p> <p>Ability to self-evaluate learning needs and actively seek out learning</p>	<p>Ability to use and interpret data from external sources across Key Stages 2-5</p>	<p>(a), (i)</p>
<b>Other</b>		
<p>Willingness to participate in personal development</p>	<p>Evidence of learning beyond the work place</p>	<p>(i)</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

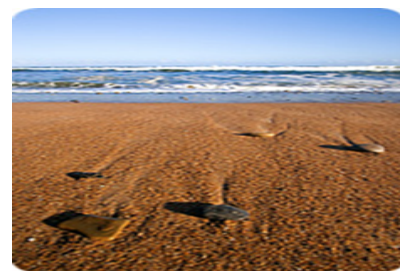
## Working in the Seaton Valley Federation of School

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's public library.

## Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at [www.visitnorthumberland.com](http://www.visitnorthumberland.com) for more information.

## Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-East teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

## Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination.

Our Equality and Diversity in Employment Policy is available from:

[www.svf.org.uk/our-federation/policies](http://www.svf.org.uk/our-federation/policies)

## [Our commitment to safeguarding children and young people](#)

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

## [How to apply](#)

Please read the job description and person specification for the post and the application guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed by 9am on Monday 3 July 2023** to: [vacancies@svf.org.uk](mailto:vacancies@svf.org.uk). Please quote **Data and Examinations Officer** in the subject of the e-mail. In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.

## [Contact us](#)

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval  
NE25 0BP Telephone: 0191 237 1505  
Website: [www.svf.org.uk](http://www.svf.org.uk)