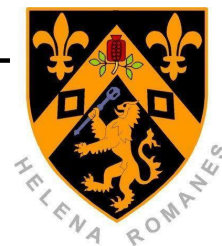

The Helena Romanes School



Job Role: Exams and Data Assistant

Applicant Recruitment Pack



Start Date: As soon as possible.

Salary: LGPS Points 12-17 (£14,802.24-£16,056.99).

Hours: 22.5 Hours per week, Wednesday-Friday.

Term Time Only, plus one week during exam results period.

About Helena Romanes School

This is an exciting opportunity for an enthusiastic and motivated person to join our friendly, hardworking Exams team. We are an inclusive school where every student is valued and has the opportunity to shine.

The school is a popular and successful all through comprehensive situated in the beautiful North Essex countryside with good communication links to London and the South East and is approximately 7 miles from Stansted Airport. The school is currently located adjacent to the town's leisure centre and we have ample on-site parking. We are proud to offer our staff a 50% discount on wraparound care for their children in the primary school, helping to support work-life balance. This benefit provides significant savings on before and after school care for children, ensuring that our team can feel confident and supported both at work and at home. Staff wellbeing is at the forefront of SLT's agenda and training and support are always designed with this at the core.

This is an exciting time to join the school:

- It is confirmed that Bowmer & Kirkland will commence our new school building shortly, funded by the Department for Education. This building will be to the highest specification with brand new equipment. The school is set to open to the primary phase in 2026, with the secondary phase following shortly after.
- Helena Romanes has made excellent progress with the support of Saffron Academy Trust towards being judged by Ofsted as a Good school (Oct 2023). Working with the talented senior leadership team that is in place across all phases of the school, and drawing on the commitment from staff to provide the best possible outcomes for the pupils.

Saffron Academy Trust has also recently invested in a wellbeing package available for all staff which includes access to an Employee Assistance Programme; a GP helpline and you will also be eligible for a Blue Light Card through working in an educational setting.

JOB DESCRIPTION

| | |
|---------------------|---|
| Job Title | Exams and Data Assistant |
| Grade | Point 12-17 LGPS |
| Reports to | Exams Officer/ Assistant Headteacher(s) |
| Liaison with | Members of the Senior Team, Key Stage Co-ordinators, Heads of Year, Heads of Departments and Tutors |
| Job Purpose | <ul style="list-style-type: none">• Data entry regarding pupil assessment using Go4schools, FFT Aspire, ALPS and SIMS.• Administration of the schools reporting system through Go4schools.• Ensure the effective administration of internal and external exams. |
| Duties | <ul style="list-style-type: none">• To liaise with the Exams officer on the uploading of student data into Go4schools.• To support the exams officer to administrate the running of Go4schools, ensuring courses and marksheets are relevant and kept up to date. |

| | |
|----------------|---|
| | <ul style="list-style-type: none"> • To support the Exams officer to design, collate and administrate school reports for Years 7 – 13 using Go4schools. • To support the exams officer to provide all teaching staff an up-to-date record of pupil data by individual student or by teaching group. • To assist with the preparation and running of mock and real examinations including staffing, rooms and students. • To support the Exams officer with all aspects of administration relating to internal and external exams. • To support the Exams officer/Assistant Headteacher with cover. • Other duties as may be requested by Line Manager or Headteacher. |
| General | <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |

PERSON SPECIFICATION: EXAMS/DATA ASSISTANT

| General Heading | Detail | Examples |
|--|---|--|
| Qualifications & Experience | Specific qualifications & experience | Relevant degree or equivalent years experience. Experience of SIMS, Go4schools, Word, Excel. |
| | Knowledge of relevant policies and procedures | General understanding of the operation of a school. A knowledge of school Assessment procedures. |
| | Numeracy | Excellent Numeracy skills. |
| | Technology | Excellent computer skills. |
| | | |
| Communication | Written | Ability to write detailed, complex reports, letters etc. |
| | Verbal | Ability to exchange complex and sensitive information clearly. |
| | Languages | Seeks to overcome communication barriers with children and adults. |
| | Negotiating | Ability to consult effectively to achieve best outcomes. |
| Working with children | Behaviour Management | Excellent understanding and implementation of school behaviour management policy. |
| | Curriculum | General understanding and working knowledge of the school curriculum and the importance of ICT and it's application. |
| Working with others | Working with partners | Ability to establish effective relationships with those working in and with school. |
| | Relationships | Ability to establish rapport and respectful and trusting relationships. Ability to build open and honest relationships. |
| | Team work | Work effectively as part of a team. Ability to work independently. |
| | Information | Contribute to the development and implementation of effective systems to share and safeguard information. |
| Responsibilities | Organisational skills | Ability to be proactive and initiate action. |
| | Time Management | Ability to plan and manage own time effectively. |
| | Creativity | Able to resolve complex problems independently and be creative with information. |
| | Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality. |
| | CPD | Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance. |

How to Apply:

To apply for the position please submit a letter of application, no longer than two sides of A4, outlining why you are a suitable candidate for the role, and an application form to our HR Officer Eleanor Ball via email eball@hrs.education

Please note, CV's will not be accepted.

There is no closing date as applications will be considered on receipt and interviews may occur at any stage. With this in mind, we encourage you to apply as soon as possible.

The Governing Body is committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment. This post is subject to an enhanced DBS check and satisfactory references.