



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information Data & Assessment Admin (Maternity Cover)



Crown Hills Community College
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Dear prospective applicant,

Thank you for expressing an interest in this key vacancy at our college.

Over the last six years we have been on a journey to try and make this school not only one of the best schools for children to attend but also one of the best schools to work in as a member of staff. That is extremely rare and we urge you to come and see us in action, speak to the staff and speak to the students. Every decision that we take is done with a lot of thought and consideration and we put well-being at the centre, so that teachers can teach and students can learn.

We are seeking to appoint an administrator to support our Assessment team (exams and data systems across the college). This is an important appointment for us as a college as we strive to ensure our support staff work alongside our teaching staff efficiently and effectively so together we can ensure the students become the best they can be. The successful applicant must be passionate about working within an educational establishment and in supporting a college community.

The following podcast with the Youth Sport Trust gives you a glimpse of our approach at CHCC
<https://www.buzzsprout.com/273805/9656144>

There is always a tension between well-being and accountability but I do believe that we are getting closer to finding the sweet spot between the two. Although it is not the end of our journey, we have been recognised for the work we do in this area; we won the TES Award for 'Staff well-being school of the year' and we were also shortlisted for the prestigious Pearsons Award for secondary school of the year 2023. I was also fortunate enough to win gold! These are indeed exciting times to join us and make a difference to the lives of others.

We have a very different approach and we are trying to create a very different culture at CHCC, a culture whereby those in leadership do not hold authority and deserve to be followed; leaders at CHCC have to earn the right to lead and we welcome and appreciate challenge if we do not live up to the standards that are expected of us.

The THIRST values permeate all that we do and are a framework that staff can hold leaders to account for the way that they lead. We have high expectations but we will provide the support, training and resources for you to deliver the best possible education for our students.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

We have removed lesson observations from the appraisal process and linked it to professional development. Currently staff are entitled to 'visits' and entitled to a professional dialogue to improve their practice. That is a risk we have taken but it is aimed at creating a learning community where teachers can teach and learners can learn, without fear.

As a result, we have improved our headline figures year on year and initial analysis places us in the top 20% of schools nationally for progress, although we know that we can still do better.

*All appointments will be subject to references and pre-employment checks.

Our behaviour policy is clear and simple, "First Time Every Time," no quibbles, no arguments just do as we expect. Teachers no longer have to do detentions, chase up absence, attendance or punctuality. These are all done centrally with a highly skilled team that has taken the workload away from teachers.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Friday 15th May. Please include your cover letter in the supporting statement section.

Closing Date- 9am Friday 15th May
Interview likely to be- W/C Monday 18th May

I look forward very much to receiving your application in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a horizontal line underneath.

Mr F Adam
(Principal)

JOB DESCRIPTION

Job Title: Data & Assessment Admin (Maternity Cover)	11-16	Maintained
College: Crown Hills Community College	Grade:	Grade 3 (Points 5-6)
Reports to: Exams Officer	Salary: £16,683.65 - £16,948.42 (pro rata)	
Term: Maternity Cover- Part Time Hours: 8.30am – 2.30pm, 27.5 hours per week		
Additional: 38 weeks per year, plus 3 Teacher days and 5 holiday days (3 of which must be worked around exam results day) This role is aligned to the LCC Single Status Job Description E9009B		

Overall Purpose of the Post:

To provide comprehensive administrative support for the data and assessment team.

Major Objectives:

- To provide administrative support to the Examination & Assessment Manager
- To ensure allocated administrative and clerical records and systems are maintained accurately and kept up to date.
- To ensure accuracy and confidentiality in dealing with requests and maintaining records
- To ensure that all allocated tasks and record updates are complete on time
- To comply with the appropriate Government, Local Authority (LA) and College policies, procedures and systems.

Summary of Job Tasks:

- Support Examinations & Assessment Manager by:
- Setting up of all Years 7 – 11 marksheets for termly progress reviews
- Setting up Individual Report for Year 7-11 termly progress reviews
- Generating and uploading Individual Reports for Parents for all year groups 7 – 11.
- Generate reports in Bromcom (MIS System)
- Generating & printing student copies of individual reports
- Use Excel to input and sort data
- Use formulas in Excel to generate termly commitment awards

Assessment Tracking

- Print out data tracking sheets for all teaching groups
- Input tracking data and targets
- Create new columns for marksheets for assessment as per Head of Faculty instructions.
- Create formulas within tracking sheets

Examinations and Assessments

- Design and collate handbook for exam invigilators. Check updates on JCQ website and print copies for inclusion in handbook. Print updated posters for Exam Rooms as necessary.
- Assist with exam invigilator training
- Support invigilators on exam days, filling in for invigilators when necessary
- Assist with admin preparations for exams, including printing of registers, preparing candidates cards, preparing boxes for rooms
- Create Powerpoint slides with dates/times of exams for display on the screens set up around the college
- Updating registers for exams
- Assist with set up of banners etc
- Assist with sorting, checking and packaging of exam papers for despatch.
- Prepare envelopes and forms for Results Day
- Collate exam certificates for students
- Support administration of Community Language exams, including letters to students and entries
- Organising and ordering stocks and stationery as required.
- Assist with the preparation and running of the formal assessments for Yrs 10 & 11
- Manage data in relation to formal assessments (Yr 10 & 11) and summative assessments (Yr 7, 8 & 9)

Midyis Tests

- Identify students with missing KS2 data from the marksheets.
- Liaise with relevant staff to set up and schedule Midyis tests
- Contact students with details of tests.
- Conduct Midyis Tests
- Check for Test results and enter into Bromcom
- Assist with initial testing for Year 7s

PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task

QUALIFICATIONS & TRAINING

1	A level of numeracy and literacy sufficient to carry out the duties of the post.	E	✓	
2	Experience of dealing with the public both face to face and on the telephone.	E	✓	
3	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E	✓	
4	Must be sensitive to the requirements of disadvantaged groups and children with special educational needs.	E	✓	
5	Excellent interpersonal skills and telephone manner.	E	✓	✓
6	Able to organise own work with others to meet deadlines.	E	✓	
7	Must be prepared to work occasionally out of school hours, INSET days and some pre arranged days in the school holidays to support the service.	E	✓	

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task
8	Able and willing to attend/achieve further training/qualifications where appropriate, e.g first aid, IT etc.	E	✓	
9	Must satisfy pre-employment checks.	E	✓	
10	Attention to detail	E	✓	✓
11	Ability to manage and manipulate data	E	✓	✓
12	Competent in use of Microsoft Office, in particular Microsoft Excel	E	✓	✓
13	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applications for this post are required to declare all criminal convictions, cautions, reprimands.	E	✓	