



# North Leamington School



## Data & Exams Administrator

### Application Pack



**C**ommitment, **O**ppportunity, **R**espect & **E**xcellence  
for all and in all that we do



## Our CORE Purpose and CORE Values

'We believe in **Commitment, Opportunity, Respect** and **Excellence** for all and in all that we do.'

Our CORE values underpin all that we do:

### **COMMITMENT** to learning and life

We are committed to the principle of 'Everyone Matters Equally' and work in a way that gives everyone the best chance to reach their individual potential. We are committed to and expect high standards. We have a commitment to effective partnerships and instilling a strong work ethic.

### **OPPORTUNITY** to grow and develop

We provide extensive opportunities for our staff and students to participate in to develop their skills and talents through our exciting curriculum offering, with outstanding resources to enrich their learning. We have extensive Student Leadership opportunities allowing students to extend their skills beyond the classroom ready for the next step of their journey.

### **RESPECT** the world we live in

The principle of respect runs through everything we do in school. We respect ourselves and each other, our local and global communities and our environment. Our status as an International School is vitally important to us helping us to enable all our students to become positive, global citizens of the future.

### **EXCELLENCE** in all we do

We promote, develop and celebrate excellence in all we do, encouraging all our staff and students to be the best that they can be, and to set themselves the highest standards.

We are a supportive, caring and happy school. We encourage everyone to take individual responsibility for the school's collective success and actively encourage all stakeholders to work together for the benefit of all.

Our students are the future and we give them opportunities to develop their leadership skills and to act as role models possessing CORE values. This is the message of the school's Code of Conduct. We enable all our students to become active members of local communities and positive global citizens of the future.

In short: we believe in 'Commitment, Opportunity, Respect and Excellence (CORE) for all and in all that we do.'

*'Thank you for all of your hard work, not only in helping our children achieve academically, without stressing them, but also for instilling values such as compassion, loyalty and having a good work ethic.'*

**Parent**







## Teaching and Learning

Our Teaching, Learning & Assessment policy is underpinned by our CORE values and vision.

Practices in the classroom are characterised by flexibility and personalization, following some key principles that shape provision and ensure consistency:

1. A recognition of the specific needs of the individual as well as the group, so that personalisation allows all students to make optimal progress
2. Clear attention to the concept of Support, Stretch & Challenge for All
3. The development of self-regulating learners through Metacognition
4. The use of strategies such as 'Thinking hard' and the 'Learning Pit' metaphor – in which students deploy skills, knowledge and other personal qualities in order to address the learning challenges they experience
5. A commitment to ongoing assessment through effective feedback strategies
6. Attention to the Diagnose-Therapy-Test (DTT) learning cycle linked closely to Personal Learning Checklists
7. Provision for other whole-school foci such as Literacy, Numeracy and ICT across the curriculum
8. The gaining of greater knowledge and the ability to apply this knowledge (skills)
9. The use of inter-leaving and whole school revision strategies (such as Knowledge Organisers) as a way of consolidating and securing knowledge
10. The use of Home Learning to consolidate, deepen, extend and retain learning

Additional support is provided for students on the Special Educational Needs Register of the school. Help and advice are also offered by the College Staff, the Learning Mentor, Inclusion Team and Student Services as well as subject staff, all of whom are understanding of students' anxieties.

Provision here is driven through individual subject areas where teachers support, stretch & challenge according to personal starting points. Irrespective, all learners experience comparable care, guidance, support, stretch & challenge.

*'I just wanted to say thank you to you and all the staff for the time, effort and care that you have taken with our son in his time at the School. His results were brilliant and down to the hard work, care and attention of the staff over all the years of his time there...' – Parent*

*'... email you after our daughter's results to thank you for your work in pushing her over the line. Your well-timed nudges of encouragement and cajoling gave her that little bit of extra momentum and impetus to aim higher and we were delighted that the hard work she put in was rewarded.' – Parent*





## Curriculum

We provide a broad and balanced curriculum that:

- Promotes the spiritual, moral, cultural, mental and physical development of students at the school
- Prepares students at the school for the opportunities, responsibilities and experiences of adult life

### Key Stage 3

Students study the Key Stage 3 Curriculum in Year 7 and 8. This gives students the opportunity to study a wide range of subjects including Art, Design, the Performing Arts, and a Modern Foreign Language, in order to expose them to a breadth of different learning experiences so they can make informed choices as they progress into Key Stage 4.

### Key Stage 4

Students study the Key Stage 4 Curriculum in Years 9, 10 and 11. They are given opportunities to fully participate in our enrichment activities beyond their normal curriculum e.g. alternative curriculum days, activity days and field trips. NLS governors and staff are committed to providing a broad range of academic and vocational courses and qualifications at Key Stage 4, appropriate both to the differing abilities and interests of students and to their future career needs. All NLS Year 9 to Year 11 students follow 'Core' courses, taking up 60% of their time. They then make a 'guided choice' of 4 further 'Options', taking up the remaining 40% of their time.

In line with the DfE's ambition for the majority of students to study the full EBacc suite of subjects, students are strongly encouraged to choose options that will lead to them acquiring this qualification. However, we recognise that there are other positive choices that will provide suitable and aspirational pathways for students, therefore they can choose other progression routes.

The curriculum needs of all students are monitored throughout the year through our Guidance Forum. We provide extensive care, guidance and support to all students and ensure there is sufficient stretch and challenge for all learners.

Students have achieved consistently well year on year. In 2022, 79% of our GCSE students achieved 9-4 in English and Maths, 61% achieving 9-5 in English and Maths.

### Key Stage 5

Students will choose 3 subjects to study in the Sixth Form. The subjects offered and entry requirements are published in the Sixth Form Prospectus each year. In some cases students may be able to study for a fourth GCE A Level qualification. Again, our students achieved very well at A Level. In 2022, 75% of our students achieved A\*- B Grades and an average Grade B+.



*'I wanted to say thank you for organising the careers event that Isobel attended yesterday. She thought it was fantastic and had lots to say about it. A great opportunity.'*

**Parent**





## Learning Environment

We are extremely fortunate to have relocated to a brand-new award-winning building in 2009. We take great pride in our buildings and facilities ensuring that they are well cared for and maintained by our dedicated site team. Our school and its facilities provide great support to the local community bringing many people together on a daily and weekly basis to enjoy the high-quality facilities on offer.

The design concept for North Leamington School was an innovative university-style campus site offering separate buildings for each of our core faculties: Humanities; Science & Maths, Design & Technology and our 'Central Hub' incorporating our specialised Sixth Form area.

Our first class educational and recreational facilities make working and studying here that much more rewarding. Some of our key features include:

- 315 Seat Theatre and a separate 62 seat university-style lecture theatre
- Recording studio, two dance studios and a multi-purpose 30 seat studio space
- State of the art ICT facilities
- Modern restaurant and dining facilities serving high quality freshly prepared food daily
- Outstanding sports complex and extensive grounds including all-weather pitch, multi-use sports ground, indoor gymnasium and sports hall, outdoor basketball courts and football/rugby pitches.
- Two Sixth Form study areas, Common Room and dedicated mezzanine dining area
- Well-equipped Learning Resources Centre incorporating our Library

All our classrooms are equipped with projectors and speaker systems. All teaching staff have networked laptops. The site offers high speed broadband and wireless networks for all computing and printing needs with internet access available to all staff on personal devices.

We have a fully equipped, dedicated Reprographics facility, which provides a first-class service to all our staff members. Our Colleges are also supported by a unique, dedicated, hard-working and professional College Administrative team providing invaluable support to the students and staff.

In this wonderful environment we deliver outstanding teaching and learning where students can develop the ability to become resilient, resourceful, reflective individuals, who can work collaboratively, reach their full potential and cope with the rapidly changing world in which they live.

*'Our daughter thoroughly enjoyed herself getting involved with the Open Evening yesterday thank you. We remember the feeling of how impressed we were when we first visited NLS, and it's really lovely that she has now played a part in making others feel the same way as we did (and still do) and that's thanks to everyone involved. The Open Evening was a real success and great to overhear parents and children so enthusiastic'.*

*Parent*





## Pastoral Care

At North Leamington School, we allocate each student in Years 7 to 11 into 1 of 5 Colleges. Our Colleges encourage a sense of pride, belonging and healthy competition.

Five of our Assistant Head Teachers each have responsibility for a Year Group as well as a College. These staff are responsible for the pastoral and academic support within their year group, and are a figurehead for the culture and ethos of their Year Group team. They also promote the positive ethos of their College, which spans across 7 year groups in the school. Where we have siblings in school, they are normally allocated within the same College.

Our year groups typically have 9 Tutor groups, where each student has contact with their Form Tutor on a daily basis. Our Relationships, Sex and Health Education (RSHE) curriculum is also partly delivered through Tutor Time, delivered by students to each other and encompass 3 overarching concepts: showing respect, living without harm and demonstrating acts of kindness.

Many aspects of the school building and procedures are deliberately intended to respond to the Government's guidelines on 'safeguarding' and directly increase student safety and general security on the school site.



**Binswood**

Together we Strive



**Blackdown**

Take Pride



**Croft**

Grasp your Future



**Manor**

Lead the Pack



**Park**

Climb Higher

*'Thank you for giving our son a future...you have given him the best chance possible and that was what we wanted. So please pass on our thanks to all those that have had knowledge to share and patience to give to our son'.*

**Parent**







## Sixth Form

We have a welcoming, vibrant and aspirational Sixth Form. It has its own unique location in a university-style school campus. Our students enjoy an adult learning environment whilst benefitting from our state of the art facilities which include; Independent Year 12 and Year 13 study suites with extensive ICT provision, Sixth Form Science laboratories and Art and Photography Studios.

We offer a high quality education and individual support, with the majority of our students going on to take up places at their first choice Universities. These include Oxford, Cambridge and Russell Group Universities. We also provide independent careers advice and guidance for students in pursuing prestigious apprenticeships with the likes of Jaguar Land Rover and finding employment.

Many of our students in the Sixth Form remain with us for the whole seven-year experience, having been at North Leamington School. However, a significant number each year are attracted to us from across Coventry and Warwickshire due to the breadth that our curriculum offers, support that we give to each individual through our Learning Mentors, variety in our Wednesday afternoon enrichment programme, as well as providing opportunities in leadership and mentoring with some of our younger students.

We have our own Sixth Form Student Committee working alongside the Sixth Form management team in making decisions relating to teaching and learning; whole school matters, charity and social events. Our students develop their leadership skills whilst taking responsibility for their own learning and play a wider role in the life of the whole school.

We believe in building strong foundations so that students achieve their full potential and go on to be successful in their journey through education and employment. We have high expectations of all of our students and will challenge them accordingly. By being at North Leamington School we want students to have open doors to a variety of opportunities at university and through employment.

*'NLS Sixth Form provides a motivating environment to grow as an individual, both academically and socially. There is a strong emphasis and encouragement to achieve and exceed our goals through support from friendly and dedicated staff. The student community is warm and welcoming, which gives great support whilst transitioning into A Levels'. – Head Girl*

*'Our Sixth Form helps us on a personal level to achieve the best grades at the end of Year 13 and guides students into post-18 life whether that be university, apprenticeships or full-time employment. The motivation and incentives provided by staff and other students encourages us to do all we can to achieve our potential. Studying at NLS provides a fine balance of individual opportunities and responsibility, with continuous support from teachers at any time' – Head Boy*





## Extra-Curricular Activities

North Leamington School is dedicated to a deep, broad and enriching approach to students' learning. We are delighted to offer our students a vast array of sports clubs and activities that are available during school social time and after school. We have a phenomenal record in terms of sporting prowess.

This sporting provision is complemented by our dedication to the performing arts. We have regular performances that showcase the many talents that students have developed, not only in formal lessons but also in clubs in subjects such as Science, Maths, Drama, ICT and Astronomy. Our annual music concert always receives widespread critical acclaim for the quality of its performances.

Beyond this, we look to ensure that the curriculum offer is wide and engaging through our regular Alternative Curriculum Days (ACD). These are days where the usual timetable is frozen and replaced with a series of personalised sessions aimed at offering students something new and a bit 'alternative', whilst also complementing our broad and balanced offer. Staff also run regular trips and excursions, which provide terrific opportunity for memorable learning experiences and opportunities to extend further through regular theatre trips and our annual Activity Days.

We are also proud of the class-specific and extra-curricular offer that comes about through our International Schools status – we have a strong reciprocal relationship with schools in France, Jordan and India.

We are very dynamic in supporting our local community and are well-known for our tremendous charity work. NLS is a truly outward facing school that puts student experience at the heart of things. Beyond that, we offer staff excellent social opportunities with a thriving PTA and wellbeing agenda.

At NLS, Everyone Matters Equally!

*'We would just like to say how impressed we were with the productions we saw last night. Wonderful and superb addressing issues very current at present and good that the students become aware of these topics'. – Parent*

*'I am emailing you to thank you and your department for organising the excellent maths day for Year 9 last Monday. Our son really enjoyed it and found the introduction to lots of different maths applications very interesting. I think it's really important that pupils get the chance to have trips and not spend all their time in the classroom and I also appreciate the time it must have taken you and your team to organise'. – Parent*







## Continuing Professional Development

At North Leamington School we are committed to the professional development of all of our staff. We provide an outstanding CPD offer internally, which is accessed by all staff as part of directed and disaggregated time. All staff receive a personalised approach to their development, which is tightly linked to their appraisal and also reflects our shared vision for whole school improvement.

We promote a culture of collaborative learning for both staff and students. We offer a range of collaborative CPD opportunities, both in terms of programmes and events across the school year. We schedule 'open door' weeks, which provide staff with the opportunity to observe each other teach in an informal manner and learn from one another in the classroom. Departments are organised in Faculties and time is provided for Departments to regularly come together, so that staff can share best practice and develop within their subject areas. We also have an internal coaching structure for all levels of leadership, and all new members of staff are assigned a 'buddy' to help transition into their new role.

The school's approach to CPD is broad, and personalised to the needs of every individual member of staff. All of our CPD opportunities are evaluated for impact and we have a proven track record of developing excellent teachers and leaders, which has resulted in high levels of internal promotion.

*'I have been working at NLS for over 18 years and thoroughly enjoy my job due to the supportive training and promotion opportunities the school have offered. The staff here are a fantastic team to work with, providing great support to one another as well as sincerely caring of all the student's wellbeing and academic outcomes. In testament to this I have sent both of my children here and have always felt it was a great decision'. – Member of Staff*

*'North Leamington School is a fantastic place to work. From our nurturing culture to our academic success. We are passionate about ensuring all learners are hugely successful and prepared for life when they leave NLS'.*

*– Member of Staff*





## Staff Wellbeing

We recognise the importance of ensuring that all staff at North Leamington School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

Our recent Head Teacher Workload Initiative is testament to the value placed on our teams and their needs. We work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at North Leamington School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised appraisal system and exemplary CPD programme
- Departmental buddies for new colleagues
- Leadership Development Opportunities
- Regular Celebration & Recognition weeks
- ABCD (Above and Beyond the Call of Duty) Events and Awards
- Sports & social events
- Mindfulness sessions
- Well-equipped staff room and dedicated department bases
- Ample on-site parking
- Laptops with secure home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the modern canteen and dining facilities
- Staff rates on facilities hire

In addition to the above, all staff members have access to complimentary medical and wellbeing support services available 24 hours a day/7 day a week including (but not exhaustive):

- Physiotherapy
- Nurse support service
- Private medical operations
- Emotional support and counselling
- GP Consultations
- Weight management

*"North Leamington School is a terrific place for students and staff alike, with wellbeing at the heart of our provision"*







## JOB DESCRIPTION

<b>Title of Post:</b>	Data and Exams Administrator
<b>Salary/Grade:</b>	Scale E, Points 5-6
<b>Hours:</b>	37 per Week, Term-Time only + 2 Weeks or Part time
<b>Responsible to:</b>	Data Manager

### Purpose of Job:

- To provide support to the Data Manager and Exams Manager in the running and administering of student data, tracking and reporting, and to input/check data for the production of analyses and statistics
- To manage the housekeeping of the School's Management Information System (SIMS)
- To provide support to the Exams Manager in the running and administering of internal and external examinations
- To be a flexible and adaptable member of the Data and Exams team, providing administration support across both disciplines as defined by school needs

### Key Tasks and Responsibilities:

Taking direction from the Data Manager and Exams Manager:

- Manage the housekeeping of SIMS, to include maintenance of student details, deletion of data etc. to ensure a high level of accuracy.
- Train support staff in the use of SIMS and monitor/audit staff to ensure consistency.
- Assist with the running of the NLS pupil tracking system in SIMS Assessment Manager, in a timely and efficient manner.
- Maintain curriculum information in SIMS Academic Management, SIMS Course Manager and SIMS Options.
- Assist with the collation and production of student reports.
- Chase data input from various members of staff according to agreed deadlines.
- Input data and retrieve information, in order to produce statistical reports in Microsoft Excel.
- Maintain records/files/databases as necessary.
- Assist with the production of a series of internal procedures manuals.
- Undertake word processing in Microsoft Word, Excel spreadsheets and other Microsoft office programs as and when required.
- Format and upload data to SISRA
- Any other duties as required in support of the Data and Exams Team.

Taking direction from the Deputy Head Teacher, Data Manager and Exams Manager:

- Assist in the setting up of examinations including resourcing, exam entries, timetabling and rooming.
- Assist in the collecting and despatch of worked scripts in accordance with the regulations.
- Assist in the checking and distribution of exam certificates.
- Collate and submit entries to examination boards as instructed.
- Liaise with subject leaders and teaching staff as required to support examination entries and results.



- Support the Exams Manager in the organisation of exam materials and provide safe custody of, and organise examination stationery and materials, including questions papers, in accordance with regulations.
- Organise exam rooms in accordance with regulations as required.
- Help with any administration duties as directed by the team to support the smooth running of the exam season.
- Assist with exams commensurate with the level of the role

## **Budget Management**

The post involves no budget management

## **People Management**

The post has no direct responsibility for supervising staff, although may be expected to demonstrate tasks or advise teaching staff and other members of the support staff and exam invigilator team.

## **General Requirements:**

All school staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the school's vision and objectives
- Be aware of, and follow the Child Protection Policy
- Support and contribute to the Trust's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equal opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either inhouse or externally

## **Context of Post**

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the OFSTED Inspection Report 2019.

## **Renegotiation**

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

## **Safeguarding Statement**

North Leamington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





## North Leamington School

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### PERSON SPECIFICATION – EXAMS OFFICER

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Minimum of GCSE A* - C including English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Relevant JCQ/Exams Office training</li></ul>
<b>EXPERIENCE/ KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Experience of working to deadlines.</li><li>• Able to use experience and skills to solve problems quickly and effectively for all involved</li><li>• Proficient in the use of ICT, e.g. Word, Excel, PowerPoint, Email</li><li>• Experience working with confidential data.</li></ul>	<ul style="list-style-type: none"><li>• Experience of SIMS</li><li>• A knowledge of external examination process &amp; procedures</li><li>• Experience working in a school or other examination centre</li></ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"><li>• Able to work under pressure, remain calm and prioritise tasks</li><li>• Excellent attention to detail to ensure accuracy</li><li>• Able to work with a wide range of people effectively</li><li>• Competent and accurate inputting and checking data and maintaining accurate information</li></ul>	
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Hard working with a positive attitude to change</li><li>• Trustworthy and reliable</li><li>• Willing to be a flexible and adaptable member of the school.</li><li>• Able to work within established procedures but without close supervision, using own initiative to solve straightforward problems</li></ul>	



## HOW TO APPLY

All applications must be submitted by completing all school application forms and emailing to:

[hr@northleamington.co.uk](mailto:hr@northleamington.co.uk)

Alternatively post your application to:

HR  
North Leamington School  
Sandy Lane  
Blackdown  
Leamington Spa  
CV32 6RD

This role will be advertised on the school website as well as the WMjobs portal:

<https://www.wmjobs.co.uk/>

If you have any queries regarding the application process please contact HR on:

T: 01926 338711 Ext 8408

E: [hr@northleamington.co.uk](mailto:hr@northleamington.co.uk)

***North Leamington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***All appointments are made subject to receipt of a completed application form, proof of right to work, satisfactory references and Enhanced DBS Disclosure.***