



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



EXAMS AND ASSESSMENT DATA MANAGER LCC GRADE 6 APPLICANT INFORMATION PACK



Our Foundation Statement

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome

January 2024

Dear Applicant,

Thank you for your interest in working as a part of our Admin team as the Exams and Assessment Data Manager at Cardinal Allen Catholic High School. This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, information about the school, along with the job description and person specification. You will find the following information relating to the vacancy on our web site:

1. Catholic Education Service Application Form – please only use the version from the school website
2. Catholic Education Service Recruitment Monitoring Form
3. Rehabilitation of Offenders Act 1974 Disclosure Form
4. Information regarding the Immigration, Asylum and Nationalities Act 2006

We hope that this, and the other information on the website, will help you to decide whether you would like to apply for this position.

Applicants must complete the CES application form, recruitment monitoring form and disclosure form, together with a supporting statement (no more than two sides of A4 and minimum size 12 font) indicating your suitability for the post. Applications should be addressed to the Headteacher and sent to head@cardinalallen.co.uk and will be acknowledged by the school. If you would like to discuss this opportunity further, or even visit the school, please contact the Headteacher, Mr A Cafferkey at head@cardinalallen.co.uk.

The closing date for receipt of applications is 09.00 Monday 19th February 2024.

Yours sincerely,

Andrew Cafferkey
Headteacher



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Exams and Assessment Data Manager

37 hours/week

Term time plus 5 days

Grade 6, points 11 to 19

£25,979 to £29,777 (£22,544 to £26,548 pro rata)

Required as soon as possible

The governors of this very successful Catholic High School wish to appoint an Exams and Assessment Data Manager to join our Admin Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parents and Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

The successful candidate will:

- will be responsible for the efficient and effective running of all internal and external examinations in the school, including liaising with staff, pupils, invigilators and examination boards
- will be responsible for the overall management and reporting of pupil assessment data

Cardinal Allen is a forward looking, oversubscribed, “outstanding Catholic school”, evaluated by Ofsted earlier this year as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Interested candidates are welcome to call the Headteacher, Mr A Cafferkey, for an informal discussion or to visit the school to discuss the opportunity further. Applicants must complete the CES application form and send to head@cardinalallen.co.uk by 09.00 Monday 19 February 2024.

Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659

head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

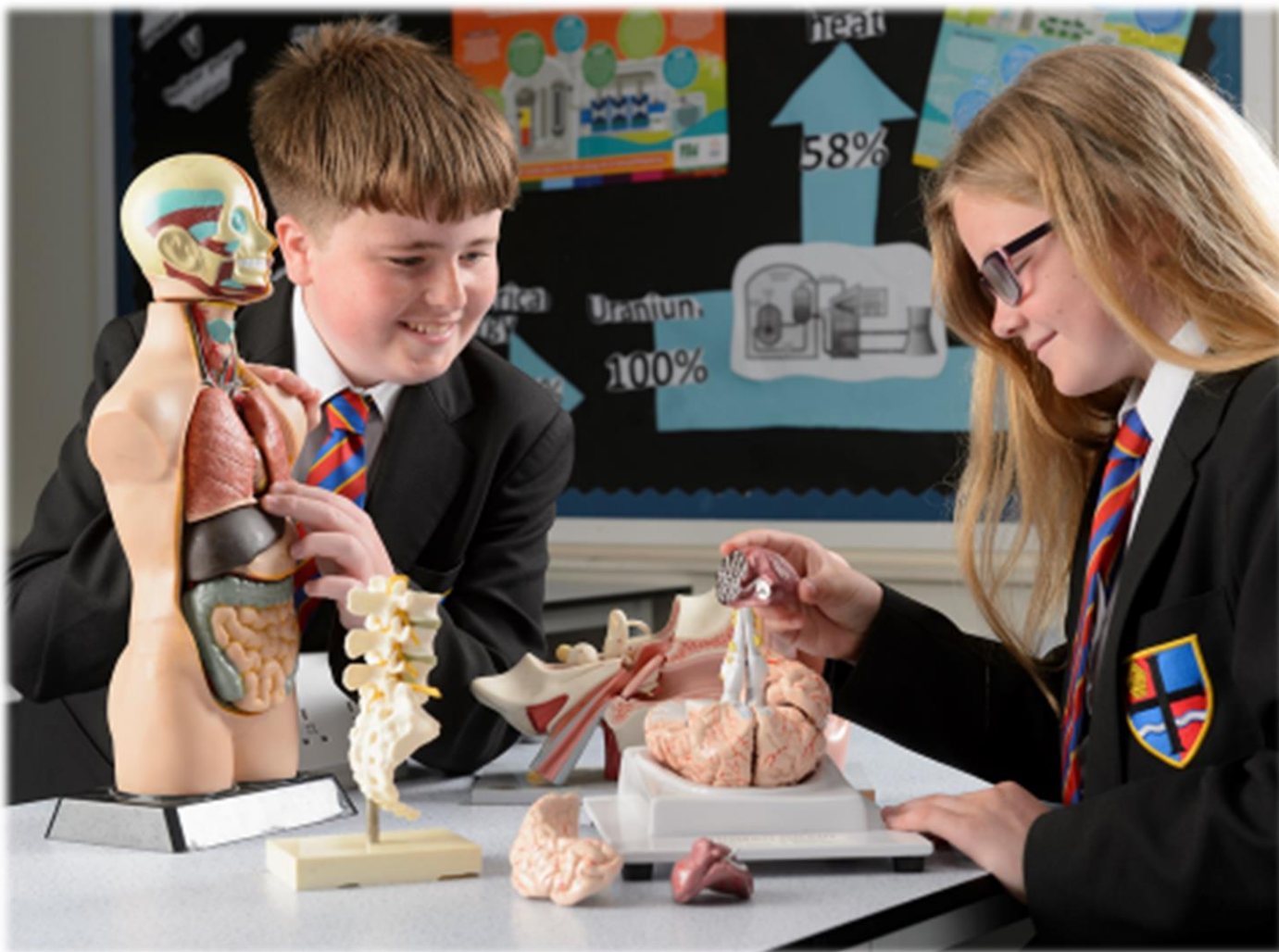
“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away.

THE ROLE

We are looking for an Exams and Assessment Data Manager to work with the Assistant Headteacher who oversees exams and data and pupil progress. The post holder will have the responsibility for the efficient and effective running of all internal and external examinations in the school, including liaising with staff, pupils, invigilators and examination boards and will be responsible for the overall management and reporting of pupil assessment data.

WHO ARE WE LOOKING FOR?

We are looking for someone with enthusiasm, energy, and the ability to contribute to the work of a very successful team. The successful candidate needs to have excellent organisation and communication skills along with a strong commitment to customer service.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

Visits to school

Interested colleagues are welcome to contact the Headteacher for an informal discussion or to visit the school prior to application to see our wonderful pupils at work.

Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;

- Page 10 of the form invites you to write a supporting statement – this supporting statement should be clear, concise, and related to this specific post at our school;
- Applicants should also submit an additional three completed forms:
 - Recruitment Monitoring Form;
 - Rehabilitation of Offenders Act Form;
 - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Mr A Cafferkey, and sent to head@cardinalallen.co.uk. All applications will be acknowledged;
- The closing date for applications is Monday 19th February 2024 at 9.00am with interviews to follow. Applications received after the closing date will not be considered.

References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. If currently employed in a school, one of your referees must be the Headteacher of the school.



Job Description

JOB DESCRIPTION FOR:

Exams and Assessment Data Manager

Main Purpose:

The Exams and Assessment Data Manager will be responsible for the efficient and effective running of all internal and external examinations in the school, including liaising with staff, pupils, invigilators and examination boards as well as for the overall management and reporting of pupil assessment data.

Line Manager: Assistant Headteacher for Data and Exams

Line Managing: Invigilators

Liaising with: SLT, Curriculum Leaders, teachers, relevant associate staff, external agencies and parents.

Working Time: 37 hours/week, Term time plus 5 days

Start Date: As soon as possible

Salary: Grade 6, £25,979 to £29,777 (actual pro-rata £22,544 to £26,548)

Main Responsibilities:

Exams :

1. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken
2. Liaise with staff/Heads of Department re pupil examination entries
3. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results
4. Complete examination entries and securely store and send completed examination papers to external examination boards
5. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements
6. Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them
7. Manage arrangements for internal and external examinations, including undertaking examination invigilation, if required, and supervise other staff involved in examinations
8. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery
9. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere
10. Work with the Assistant Headteacher to provide data and analysis on examination entries and results.
11. Responsible for correct downloading and distributing of external exam results (for the main GCSE results in August, this involves being in school for the day before, the day of and some agreed days after)
12. To work with the Business Manager to provide an indicative budget for exams and their related costs.

Data Management and Reporting:

1. Prepare examination and progress data and statistics for school use.
2. Administration of communication with parents regarding target setting, assessment and reporting.
3. Lead the administration of parents' information evenings and contribute to the organisation of pupil celebration events.
4. Process internal and external assessment data to allow the monitoring of pupil attainment.
5. Preparing and uploading data relevant for pupils leaving the school
6. Processing of data from pupils and parents surveys.
7. To coordinate, obtain, input, manage and distribute baseline and pupil data.

General:

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning and future development.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend relevant training and participate in personal/performance development as required.
- To take care of own and other people's health and safety.
- To be aware of the confidential nature of information where appropriate.

Note:

- Other duties at no higher level of responsibility may be interchanged with/added to this list as required.
- To carry out other duties as may reasonably be requested by the Headteacher or Business Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



Person Specification

Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check and a range of other recruitment checks will be made which will include online searches.

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Experience, Skills, Knowledge and Understanding	Essential	Desirable
GCSE's or equivalent at Grade 4/C or above in Maths and English	✓	
Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level	✓	
Has excellent verbal and written communication skills, and be able to relate well to school staff, pupils and their parents	✓	
Enjoys the company of young people and others typical of those one would expect in a school	✓	
Excellent working knowledge of Microsoft Office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills	✓	
Able to use the Internet effectively and efficiently	✓	
Has knowledge of the use of SIMS, especially of the reporting and exam organiser applications		✓
Has knowledge of school exams system		✓
Is prepared to undertake professional training necessary to carry out the role	✓	
Is able to work independently and autonomously as well as within a team	✓	
Can maintain issues of confidentiality in the working environment	✓	
Awareness of the child protection / safeguarding policy	✓	
Communication and Self Management Skills		
Has the ability to communicate effectively with a wide range of different people and organisations	✓	
Is able to plan, organise, prioritise and manage their own personal time effectively	✓	
Will actively engage in training activities and take responsibility for his/her own professional development	✓	
Personal Attributes		

Highly organised and able to use own initiative	✓	
Ability to work under pressure and to tight deadlines to a high professional standard	✓	
Is committed, resilient, robust, resourceful, keen and enthusiastic	✓	
Has an excellent record of punctuality, attendance, reliability and integrity	✓	
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	✓	
Is likely to be able to show through their actions and professional relationship with others, a positive and corporate commitment towards their work	✓	
Has a sense of humour and patience, particularly when facing difficult and challenging situations	✓	
Can demonstrate the ability to work well as a team leader and motivate people	✓	
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	✓	
Is willing to support the Christian ethos of our Catholic school	✓	