



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

Senior Administrator – Data, Exams and Finance  
Eden School



## A message from the Headteacher

*“The school’s expectations for pupil behaviour is high. Staff feel well supported by leaders. Across the curriculum, teachers promote a love of reading.” **Ofsted - 2018***

Thank you for expressing an interest in the position of Senior Administrator at Eden School

This is a fantastic opportunity for an outstanding, ambitious and dynamic individual to join school at an exciting stage of its journey.

Eden is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a small SEMH school, part of Education Partnership Trust (EPT), serving the community of Blackburn and the surrounding areas. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

We aim high at Eden and expect high standards of behaviour and academic effort. Every student is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Eden, our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils’ personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

To apply for this post, please follow the instructions on the ‘Vacancies’ page on our website. For visits to the school or any other information, please contact [daniel.jones@edenschool.org.uk](mailto:daniel.jones@edenschool.org.uk)



**J. Ashworth**, Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# Senior Administrator – Data, Exams and Finance

<b>Hours:</b>	<b>34.5</b>
<b>Weeks Worked:</b>	<b>40 Weeks</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Salary:</b>	<b>SCP 11 – 19 (Actual Salary - £21,851.00 - £25,045.00)</b>

Eden School wishes to appoint a hardworking, enthusiastic and committed Senior Administrator. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

### The Job

- To arrange all school meetings including Local Governing Body meetings, including preparation of agendas in consultation with the HT and SBM, and the circulation of relevant papers in a timely manner.
- Producing accurate and concise minutes to record the business transacted at the meetings and resolutions made including school briefings
- Ensuring data is entered onto the school Arbor and other systems to comply with DfE requirements
- To manage the administration for all admissions for the school, ensuring paperwork and timetable is completed and input onto Arbor
- Liaise with designated SLT member responsible for examinations, curriculum and assessment.
- Producing student friendly exam booklets.
- To be aware of examination changes each academic year.
- To supervise the exam invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis.

### What are the job requirements?

- Experience providing administrative support at a high level
- Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint
- Experience of handling a wide range of enquiries and an excellent telephone manner
- Experience of taking and writing minutes, summarising discussions and writing concise reports in a fast-paced environment.
- Excellent organisation with good attention to detail and accuracy
- Effective time management and ability to prioritise
- Experience in finance systems e.g. Sage

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date: 4<sup>th</sup> October 2024**

**Interview date: 10<sup>th</sup> October 2024**

### **Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

## Job Description

# Senior Administrator – Data, Exams and Finance

**Reports to:** School Business Manager

**Grade:** SCP 11-19

## Job Purpose

- The main purpose of this role will be to support the School Business Manager (SBM) and Senior Leadership Team in the provision of a high quality, efficient day-to-day administration service for the School. Providing a timely, confidential and efficient administrative and data entry support service. The post holder will be expected to work with a high degree of accuracy, confidentiality and attention to detail.

## Key Responsibilities and Accountabilities

- To arrange all school meetings including Local Governing Body meetings, including preparation of agendas in consultation with the HT and SBM, and the circulation of relevant papers in a timely manner.
- Producing accurate and concise minutes to record the business transacted at the meetings and resolutions made including school briefings
- Clerking Local Governing Body meetings where required producing accurate and concise minutes.
- To manage invoicing (Direct Debits, Non Purchase Orders) from suppliers and data entry within Sage finance system
- Organising meetings and greeting the visitors to ensure they are made to feel welcome
- To manage and maintain the HT's diary and appointments, ensuring efficient use of time and preparation of papers and information in advance
- To prepare and/or draft correspondence, communications, presentations and other documents for the HT / SBM as required
- To carry out a range of administrative tasks, including photocopying, filing, making travel arrangements
- To manage electronic and paper based filing systems, reviewing operating practices and implementing improvements where necessary
- Be available to work at times convenient for school meetings, including early morning and early evening meetings
- To answer and manage, respond to incoming calls and queries, making decisions where required
- To prepare and/or draft correspondence, communications, presentations and other documents for the school as required

- Ensuring data is entered onto the school Arbor and other systems to comply with DfE requirements
- To manage the administration for all admissions for the school, ensuring paperwork and timetable is completed and input onto Arbor
- Supporting Senco with administration duties
- To filter incoming/outgoing mail: sorting, redirecting, and acting as appropriate
- Support the preparation of documentation as required for internal staff
- Chasing staff to return information on time and ensuring that reporting schedules are maintained
- To provide timely performance analyses and reports to all relevant stakeholders as determined by senior and middle leaders
- To set up and maintain efficient office systems
- Maintain employee personal files in an orderly, secure and confidential manner, ensuring files are kept up to date and in line with data protection and Ofsted requirements.
- Undertake regular audits and maintenance of personnel files as required in order to meet legal compliance
- To line manage any administration apprentices, day to day and through the apprenticeship programme
- Medication administration and recording as required
- To be responsible for administration of pupil admissions

### **Data & Exams Officer**

- Managing and ensuring data is entered onto the school Arbor and other systems to comply with DfE requirements.
- To manage the administration for all admissions for the school, ensuring paperwork and timetable is completed and input onto Arbor.
- Take responsibility for and manage the management information system (MIS).
- To provide accurate data analysis and current interpretation of pupil information, presenting the info in a variety of formats to suit the audience and legislative requirements.
- To keep up to date on national data sources and keep abreast of the ever-changing landscape informing and advising the SLT as appropriate.
- To support and train staff in the use of the Arbor Assessment management, and profiles.
- To create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete.
- To analyse the data held in Assessment Manager and produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar.
- To set up and manage systems for tracking the progress of pupils at each key stage making recommendations to SLT to improve progress as required.

- To be responsible for the production of annual reports and interim reports on the progress of all the pupils in the school.
- To provide base data for external projects and providers, including, Fischer Family Trust (FFT), ALIS and CATs.
- To import target setting data from FFT, ALIS etc. Disseminate reports and analyse data accordingly.
- To produce annual target setting returns for the L.A. Manage the NDC Key Stage 3 Data Collection process
- To ensure the year 7 intake's Key Stage 2 and NFER data is complete and accurate and import to the system.
- Take responsibility for submitting accurate census information to DfE's Collect portal and running checking reports and amendments from that point.
- Be responsible for the school's timetabling including the development and production of the school timetable against the curriculum offer and in line with DfE requirements.
- To prepare a new academic year calendar in Arbor in a timely manner.
- To promote students into the new year structure incrementing their curriculum years.
- To ensure and manage the smooth transition from one academic year to the next with all sections of Arbor.
- To update and apply periodic and casual changes to courses, teachers and rooms.
- Ensure the smooth transfer of data between the assessment manager – academic management – lesson monitor.
- To work closely with the Deputy Head teacher to coordinate and maintain the school's data and assessment systems making recommendations and implementing improvements as required.
- To be responsible for and ensuring that whole school data and assessment procedures are robust and accurate leading to the effective use of academic and non- academic data to track pupil progress, to include responsibility for developing policies and processes to meet this requirement.
- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations
- To be the main point of contact for, the school in matters relating to the general administration of awarding body examinations and assessments.
- Develop, maintain and help to operate systems to record pupils' assessments in both curriculum and non – academic subjects.
- Responsible for the maintenance and development of high levels of achievement and progress by ensuring pupils and staff have accurate and up-to-date assessment data and analyses.
- Management of termly data collections.
- Manage the electronic production of all aspects of assessment and reporting communications to parents, pupils and other stake holders as required.
- To prepare and present reports and analysis for Senior Leaders, Board and other professional bodies.



- Responsible for uploading all of the student data into the school's tracking system including KS2 data and target grades.
- Responsible for ensuring predicted grades are entered by staff in a timely manner.
- Responsible for producing data for Governors/SLT after every round of tracking and as and when requested throughout the year.
- To draft and agree an annual calendar of key events in regard to all examination requirements, both external and internal deadlines.
- Manage and administer the process including the preparation for and conduct of internal examinations under external examination conditions.
- Lead on the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and deadlines.
- Manage, train and deploy a team of invigilators.
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Support the SENCo in implementing examination access arrangements or reasonable adjustments for eligible candidates.
- Effectively use IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Lead and manage inspections by the JCQ during the examination process.
- Prepare reports for impact analysis of staff CPD.
- Responsible for the input of staff performance management targets and produce tracking data highlighting areas of concern and recommendations for future improvement.
- Attend and participate in meetings as required.
- Establish and maintain SISRA datasets and user permissions for analysis on a half-termly basis.
- To export data for various uses to respond to staff requests such as SEN/ Pupil Premium data.
- To run class and department progress checks to track student performance.
- To lead on the production of summer examination results and regular results analysis.
- To produce external reports as required.
- To analyse and check data from national sources such as AAT.
- To be flexible and timely in order to undertake all reasonable any other duties as directed (such as Ofsted data requests).
- To provide timely performance analyses to all relevant stakeholders as determined by senior and middle leaders.
- To collating, editing, printing and organising pupil reports.
- To review missing data and pupil reports.
- Responsible for ensuring all examination administration is undertaken as required.

- Liaise with designated SLT member responsible for examinations, curriculum and assessment.
- Producing student friendly exam booklets.
- To be aware of examination changes each academic year.
- To supervise the exam invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis.
- To update examination-related policies to ensure they are compliant and disseminate as required.
- To address requests and administering post-results services.
- To issue examination certificates where required.
- To ensure the correct paperwork is filled in for coursework/NEA's.
- To produce exam timetables for students and staff.
- Ensuring all exam regulations are adhered to

### **Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

# Senior Administrator – Data, Exams and Finance

Reports to: School Business Manager

Grade: 11-19

No	Categories	Essential / Desirable	App Form	Interview
<b>QUALIFICATIONS &amp; EXPERIENCE</b>				
	Experience providing administrative support at a high level	E	✓	✓
	Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint	E	✓	✓
	Experience of organising and providing administrative	E	✓	✓
	Experience of handling a wide range of enquiries and an excellent telephone manner	E	✓	✓
	Experience of taking and writing minutes, summarising discussions and writing concise reports in a fast-paced environment.	E	✓	✓
<b>KNOWLEDGE, SKILLS and COMPETENCIES</b>				
	Knowledge of standard office administrative practices and procedures	E	✓	✓
	Collecting relevant Information and monitoring timescales and deadlines	E	✓	✓
	Information gathering and monitoring skills	D	✓	✓
	Knowledge & understanding of the education sector including schools and academies	D	✓	
	To demonstrate confidentiality at all times	E	✓	✓
	Excellent organisation with good attention to detail and accuracy	E	✓	✓
	Effective time management and ability to prioritise	E	✓	✓
	Ability to see projects through from start to finish, managing time and tasks effectively	D	✓	✓
	Ability to communicate effectively, both orally and in writing	D	✓	✓
	To remain calm under pressure and have a professional approach at all times	D	✓	✓
	Knowledge of Data Protection legislation	D	✓	✓

<b>PERSONAL QUALITIES</b>				
	To demonstrate a solution focused and 'can do' approach	<b>E</b>	<b>√</b>	<b>√</b>
	To demonstrate initiative	<b>E</b>	<b>√</b>	<b>√</b>
	Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team	<b>E</b>	<b>√</b>	<b>√</b>
	Ability to work on own initiative with minimal supervision	<b>D</b>	<b>√</b>	<b>√</b>
	An organised and thorough approach to work	<b>D</b>	<b>√</b>	<b>√</b>
	Excellent interpersonal skills	<b>E</b>	<b>√</b>	<b>√</b>



# Contact

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An Education Partnership Trust School