



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

Data, Exams and Finance Officer

Coal Clough Academy



## A message from the Headteacher

*“Coal Clough Academy gives pupils the support that they need to put the past behind them and to focus on the future. Pupils respond well to the school’s high expectations for their achievement. Pupils thrive and excel as individuals and in their learning. Pupils benefit from the happy family atmosphere in school.” Ofsted 2024*

Thank you for expressing an interest in the position of Data, Exams and Finance officer at Coal Clough Academy.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Data, Exams and Finance officer to join a Good school at an exciting stage of its journey.

We are a successful Pupil Referral Unit for 11-16 year olds situated in the heart of Burnley, with places for up to 140 Key stage 3 and 4 pupils, and part of the Education Partnership Trust (EPT).

Coal Clough Academy is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. 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.

Within our setting, ‘pupils re-engage with learning and make good progress in developing skills, knowledge and understanding across a range of subjects.’ We pride ourselves on supporting and reviewing all pupils on an individual basis, this is supported by our academic and non academic curriculum.

In January 2024, the school was judged as ‘Good’ in all areas by Ofsted. This result epitomised the hard work and school improvements made since joining the Education Partnership Trust. Inspectors found our school to allow “The school has designed a curriculum that considers the wide range of pupils’ needs. This includes the high number of pupils who join the school throughout the academic year. The school identifies and meets the needs of pupils with special educational needs and/or disabilities (SEND) effectively.” A copy of the report can be downloaded from the school’s website.

At Coal Clough Academy our vision and values are supported by us working hard to achieve happy and healthy pupils who can achieve well based on their individual performance. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school’s work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and

successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

We aim high at Coal Clough Academy and expect high standards of behaviour and academic effort. Every student at Coal Clough Academy 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 Coal Clough Academy, 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.

Over the past eight years, Coal Clough Academy has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes for the school include success in GCSE English, Maths and Science for all pupils.
- Established as the 'school of choice' for alternative provision in the local area.
- The school has successfully achieved the SENDIA Award for additional support and guidance we provide our pupils with to reach their full potential.
- Parental support is welcomed by the school and we have been recognised for transforming lives of pupils who once disengaged with education.

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 [scarter@coalclough.org](mailto:scarter@coalclough.org)



**H. Clarke**, 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

# Data, Exams and Finance Officer

<b>Hours:</b>	<b>Full time – 37 hours</b>
<b>Weeks Worked:</b>	<b>Term Time plus 1 week (40 weeks)</b>
<b>Start Date:</b>	<b>24<sup>th</sup> March 2025 (or sooner)</b>
<b>Salary:</b>	<b>SCP 9 – 15 (Actual Salary £23,822.47 - £26,243.60 per annum)</b>

Coal Clough Academy wishes to appoint a hardworking, enthusiastic, and committed Data, Exams and Finance officer. 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

The main purpose of this role will be to support the School Business Manager (SBM) 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, finance, and exams support service. The post holder will be expected to work with a high degree of accuracy, confidentiality, and attention to detail.

- 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.
- 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 manage electronic and paper based filing systems, reviewing operating practices and implementing improvements where necessary
- To manage the administration for all admissions for the school, ensuring paperwork and timetable is completed and input onto Arbor
- Timely management of the school census, reviewing pupil numbers and liaison with the HT (or designate) and feeder schools for pupil numbers
- Responsible for all examination administration
- Responsible for the administration of cover in school

### **What are the job requirements?**

- Education to GCSE standard at grades 9 – 4 for a minimum of 5 GCSEs including Maths and English
- Experience providing senior administrative and data analysis support for leadership teams
- Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint
- Experience of working with MIS
- Experience of taking and writing minutes, summarising discussions, and writing concise reports in a fast-paced environment.
- Experience of handling a wide range of enquiries and an excellent telephone manner
- Experience in exams organisation and management

### **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: 28/02/2025**

**Interview date: 07/03/2025**

### **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

# Data, Exams and Finance Officer

**Reports to:** School Business Manager

**Grade:** Grade E - SCP 9 - 15

## Job Purpose

The main purpose of this role will be to support the School Business Manager (SBM) 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, finance, and exams 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
- Clerking Local Governing Body meetings where required producing accurate and concise minutes.
- Responsible for managing and directing outsourced contractors
- Organising meetings and greeting the visitors to ensure they are made to feel welcome
- Setting up the meeting rooms including IT equipment as required
- 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



- Undertake appropriate and regular training and development to maintain governance knowledge and improve practice.
- Be available to work at times convenient for school meetings, including early morning and early evening meetings
- Make any necessary arrangements for candidates such as visitor parking, school tours, lunches as required
- Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments
- Assist the School Business Manager in the administration of new starters, leavers, and variations to contract, ensuring all probationary periods are diarised and that confirmation letters are produced once probationary reviews have been undertaken.
- Support the preparation of documentation for internally promoted staff
- Assist with other HR and associated projects where required including the administration of absence requests, annual & special leave in line with school policy and holding return to work meetings
- To run a monthly report from Inventory and identify any persistent lateness or mis-recording of attendance

#### **DATA MANAGEMENT**

- To 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
- To manage the management information system (MIS).
- To provide accurate data and current interpretation of pupil information.
- To keep up to date on national data sources and keep abreast of the ever-changing landscape informing SLT as appropriate.
- To support 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

- To manage the production of annual reports and interim reports on the progress of all the pupils in the school.
- To support and improve the use of Arbor by staff generally
- To prepare a new academic year calendar in Arbor.
- Responsible for managing entry into the Academic Management in Arbor
- To export data for various uses to respond to staff requests such as SEN/ Pupil Premium data
- To lead on the production of summer examination results and regular results analysis
- To produce external reports
- 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
- To run, check and prepare pupil data reports.

#### **EXAMINATION ADMINISTRATION**

- Responsible for all examination administration
- Liaise with designated SLT member responsible for examinations, curriculum, and assessment
- Producing student friendly exam booklets
- Responsible for the administration of cover in school.
- To set up and maintain efficient office systems such as GCSE Pod and other e-learning platform administration
- To liaising with a wide range of internal and external stakeholders, including students, parents, Heads of Departments, Heads of Years, teachers, reception staff, site staff, IT staff and awarding organisations
- 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.
- To manage the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.

- To manage the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff, and parents; receiving, checking, and securely storing confidential examination materials; administering internal assessment etc.
- To support the process relating to access arrangements (for example; supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)
- To manage examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities, and malpractice, ending the examination, collecting the examination scripts, and packing and dispatching examination scripts
- To manage examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- To address requests and administering post-results services
- To issue examination certificates
- To ensure the correct paperwork is filled in for coursework/NEA's
- To liaise with staff, students and parents regarding exam timetables, protocols, and expectations
- To organize exam remarks
- To liaise with exam boards
- Ensuring we are following exam regulations

#### **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

# Data, Exams and Finance Officer

Reports to: School Business Manager

Grade: Grade E – SCP 9 - 15

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
<b>QUALIFICATIONS &amp; EXPERIENCE</b>				
1.	Education to GCSE Standard at grades 9 – 5 for a minimum of 5 GCSE including Maths and English	E	✓	✓
2.	Experience providing senior administrative and data analysis support for leadership teams			
3.	Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint	E	✓	✓
4.	Proficient with SQL and data analysis with Python or equivalent	D	✓	✓
5.	Experience of working with Arbor	E	✓	✓
6.	Experience of handling a wide range of enquiries and an excellent telephone manner	E	✓	✓
7.	A good working knowledge of national expectations regarding school accountability measures and qualifications			
8.	Experience in exams organisation and management			
9.	Experience of taking and writing minutes, summarising discussions, and writing concise reports in a fast-paced environment.	E	✓	✓
<b>KNOWLEDGE, SKILLS and COMPETENCIES</b>				
10.	Knowledge of standard office administrative practices and procedures	E	✓	✓
11.	Collecting relevant Information and monitoring timescales and deadlines	E	✓	✓

12.	Information gathering and monitoring skills	D	✓	✓
13.	Knowledge & understanding of the education sector including schools and academies	D	✓	
14.	To demonstrate confidentiality at all times	E	✓	✓
15.	Excellent organisation with good attention to detail and accuracy	E	✓	✓
16.	Effective time management and ability to prioritise	E	✓	✓
17.	Ability to see projects through from start to finish, managing time and tasks effectively	D	✓	✓
18.	Ability to communicate effectively, both orally and in writing	D	✓	✓
19.	To remain calm under pressure and always have a professional approach	D	✓	✓
20.	Knowledge of Data Protection legislation	D	✓	✓
<b>PERSONAL QUALITIES</b>				
21.	To demonstrate a solution focused and 'can do' approach	E	✓	✓
22.	To demonstrate initiative	E	✓	✓
23.	Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team	E	✓	✓
24.	Ability to work on own initiative with minimal supervision	D	✓	✓
25.	An organised and thorough approach to work	D	✓	✓
26.	Excellent interpersonal skills	E	✓	✓



# Contact

Coal Clough Academy  
Swindon Street  
Burnley  
Lancashire  
BB11 4PF

01282 421142  
[enquiries@coalclough.org](mailto:enquiries@coalclough.org)  
[www.coalclough.org](http://www.coalclough.org)

Twitter @Head\_CCA