



Exams and Data Manager

Information Pack

Transforming Lives

fullhurst.leicester.sch.uk



Introduction



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values



Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?

At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



What We Can Offer You?



A comprehensive induction process.



Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.



Dedicated time is set aside for the department to plan collectively and therefore reduce workload.



We do not conduct formal lesson observations.



We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.



Free access to our fully equipped on-site gym and preferable rates for college facilities hire.



Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.



Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.



Annual flu jab - to protect against those winter germs.



We provide a wide range of activities and events for staff to relax and enjoy across the year.



Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.



Free electric car charging.

What Staff Have To Say



"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school.

I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time.



Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

Mrs T Kirk Science Technician

What Staff Have To Say



“I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer.

I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community”.

Mr S Willcock, Senior Deputy Headteacher

What Staff Have To Say

“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students’ lives on a wider scale and this seemed the best opportunity to do so.



When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college’s goals fall in line with my personal goal as a facilitator of learning, which is that ‘every child irrespective of their background has the right to achieve and do well to the best of their capability’. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills.

Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country.”

Mrs V Adeniyana, Associate Assistant Headteacher for Maths and Computing

Recruitment Advertisement



Post title: Exams and Data Manager
Salary: Grade 7 Pts 19-22, starting £35,412
Contract type: Permanent and full time.
Responsible to: SLT

We are looking to recruit a passionate Exams and Data Manager to facilitate the effective running of all data collection, student assessments and exams by providing and managing a range of exams and data systems.

Fullhurst Community College is a multi-award-winning secondary school for 11-16 year olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A cover letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to the **Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH** or via email at recruitment@fullhurst.leicester.sch.uk

SAFEGUARDING STATEMENT

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

Fullhurst Community College

Job Description



Post title: Exams and Data Manager

Salary: Grade 7 (Points 19 – 22) starting at £35,412 per annum

Contract type: Permanent and full time.

Hours: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

Responsible to: SLT

Core purpose of the post:

To facilitate the effective running of all data collection, student assessments and exams by providing and managing a range of exams and data systems.

Specific responsibilities of the role:

Data Management

- To ensure all required student information is gathered and entered into the relevant systems including, but not limited to, attendance, assessment records, admissions and leavers, student progress, targets, exam results, and new timetables.
- To manage cover, using relevant systems, for absent staff.
- To take responsibility for all areas of data input, output and integrity within the school's Management Information System
- To provide reports and data sheets as requested for internal use for relevant staff
- To provide reports and data sheets as requested for external agencies or parents
- To print student and staff timetables as required, including timetables for any mid-year admissions.
- To identify and investigate missing data and anomalies.
- To ensure that the school is maximising the use of its data systems to support our day to day running.
- To work with key staff to ensure that key lists, such as Student Premium, English as an Additional Language and Free School Meals lists, are accurate and available as required.
- To chase staff to ensure that student's academic data is recorded in a timely manner.
- To ensure students' target grades are assigned upon enrolment to the school and aspirational targets are monitored to assess if changes need to be made.
- To prepare relevant student data reports
- To input academic data into SISRA in order for relevant stakeholders to analyse data.
- To analyse behaviour data to identify trends and areas for improvement.
- To prepare and distribute relevant weekly reports to the core team.
- To provide training and support to new staff on using relevant systems

Exams and Assessment Management

- To lead and manage the Exam Invigilator Team to ensure we have a highly effective team, delivering in accordance to JCQ exams standards and guidance.
- To support in the recruitment process of Exam Invigilators.
- Provide timely training for all Exams Invigilators.
- Provide training to teaching staff on their roles and responsibilities for internal assessments.
- To arrange exams rooming, create exam and invigilation timetables, prepare seating plans, resolve any clashes that arise and make appropriate provisions for students.
- To ensure exam rooms are fit for purpose and follow JCQ regulations.
- To coordinate and submit accurate entries to the exam boards, following regulations and meeting deadlines in liaison with Phase Leaders or SLT.
- To disseminate information about examinations to staff, students and parents, and to respond to any complaints, queries or feedback that may arise.

- To distribute and disseminate any communication from exam boards.
- To download GCSE outcomes for results days.
- To thoroughly check all exam papers and materials upon receipt, notifying exam boards of any errors.
- To ensure the strict security of examination papers.
- To support the Inclusion Team as necessary in the administration, applications and management for Special Arrangements and Special Considerations.
- To brief students on examination procedures and conduct and to produce guidelines for staff and students.
- To organise the completion of accurate examination registers.
- To ensure that any coursework, controlled assessments, NEA and relevant forms are sent off according to deadlines.
- To oversee moderator visits.
- To be present on GCSE results day to assist in the distribution of results and production of statistics.
- To oversee the checking and distribution of exam certificates.
- To deal with queries related to appeals, reviews of marking and other exam related issues.
- To regularly review internal and external exam procedures.
- To assist in the invigilation requirements for exams, including the supervision, training and allocation of new and existing invigilation staff.
- To ensure knowledge of the necessary policies, procedures, rules and regulation laid down by JCQ and the exam bodies is up to date and adhered to.
- To check and deal promptly with invoices relating to examinations.
- Any other reasonable task requested by the Executive Headteacher or SLT.

Other responsibilities:

- Line manage the exams and data team.
- Implement procedures and processes for dealing with all exam inspections and emergencies.
- Give relevant CPD regarding data and exams to relevant staff.
- Gather data and produce reports in readiness for calendared reports and events.
- Keep up-to-date with current developments affecting areas of responsibility.
- To be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Undertake duties and tasks related to the above deemed reasonable by the Executive Headteacher and Senior Deputy Headteacher.
- Flexibility to work from home (during school holidays) as and when agreed with the Line Manager.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.
- Contribute to the overall ethos / work / aims of the college.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Fullhurst Community College

Person Specification



Post title: Exams and Data Manager

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Contract type: Permanent and full time.

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Responsible to: SLT

Training and education	Essential (E) / Desirable (D)
GCSE English/Mathematics	E
A degree or equivalent qualification	E
Evidence of continuous professional development	E
First aid trained or willingness to be trained	E
Experience and knowledge	
Experience of student/examination administration procedures, preferably in a secondary educational setting.	E
Knowledge of exams system, regulations and processes.	E
Experience of using IT Microsoft packages e.g. Word, Excel, Access to build and update records and reports.	E
Experience of Liaising with staff and external bodies.	D
Knowledge of SIMS software	D
Experience of working in an educational environment.	D
Experience of dealing with students with special needs.	D
Knowledge of good practice, policies and procedures in schools/colleges.	E
Knowledge of Health and Safety at Work Act and the implementation.	D
Working knowledge of GDPR.	E
Qualities and skills	
Ability to deal with people at all levels and from a variety of backgrounds.	E
Ability to prioritise workload and meet deadlines.	E
Ability to work as a member of a team and work effectively with others.	E
Ability to communicate effectively with staff external bodies, students and parents.	E
Attention to detail is extremely important.	E
Ability to use own initiative and work under pressure.	E
Good organisational and time management skills.	E
Good awareness of, and ability to, exercise confidentiality when necessary.	E
Display a professional approach to the role with a positive attitude to professional development.	E

A polite and helpful manner to staff, students, governors, parents and the wider community.	E
Equal opportunities	
Commitment to equal opportunities and equal value for all.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Other conditions	
A willingness to attend training courses and train other staff as required.	E
Willing and able to work outside normal school opening hours when required, i.e. during examination periods.	E
A polite and helpful manner to staff, students, governors, parents and the wider community.	E
Must satisfy relevant pre-employment checks e.g. Disclosure and Barring Service (DBS).	E

* **E = Essential** **D = Desirable**



