



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Full-Time

Data and Examinations Assistant

Required from February 2022

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

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Contents



Welcome

Page 3



About us

Page 4



Benefits of working at QM

Page 5



The role

Pages 6-9



The Mercian Trust

Page 10



The Location

Page 11

Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton
Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future.

There are currently 1263 pupils on roll, including 455 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2019, the last available nationally-comparative data due to covid-19, 76% of GCSE grades were 7-9 (A*/A) and 62% of A Level grades were A*, A or B. Our value added scores place the school top in the borough, with a Progress 8 score of +0.76 in 2019. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past couple of years, we have completed projects to add additional capacity through the building of extra science rooms, improving Design Technology and Art facilities and adding six new classrooms to the humanities wing.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's new book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We were named in the Top 100 cricket schools by the *Cricketer Magazine* for two years in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and NQTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other opportunities
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (HR Executive) if you would like to discuss the role further via email;

s-sahota@qmgs.walsall.sch.uk

The Role

Job Title:	Data & Exams Assistant
Grade / Salary:	Grade 5, NJC SCP 9 - 17 Term-Time + 2 weeks in the Summer holiday around exams results days Actual Salary £18,818 – 22,146 (FTE: 20,903 – 24,491)
Hours:	37 hours (flexible working during busy exam periods)
Purpose of Job: <p>The successful applicant will be responsible for:</p> <ul style="list-style-type: none"> • Provide assistance to the Data & Administration Manager & Examinations Officer in managing all data for internal and external examination and assessment processes <p>Reporting to: Data & Administration Manager, Angela Johnson</p>	

Main Duties and Responsibilities of the Role:

Data Assistant:

- Support the Data Manager and assisting with the collection of assessment data within SIMS using Assessment Manager and make student reports available to parents via the SIMS Parent app via an upload
- Produce all student reports, collate and publish data from all attainment grades
- Use of SIMS to enter subject options and make amendments; print and distribute timetables, produce and allocate marksheets for data collections.
- Maintain spreadsheet records of pupil data and upload information / reports in SIMS and other systems
- Liaise with HoDs, FTs, Pastoral Team and other MAT schools regarding data collection.
- Maintain assessment data: KS2, MIDYIS, YELLIS, ALIS, STAR, KS4, KS5, Achievement and Behaviour points
- Assist with the data for DfE, Performance Tables Checking Exercise
- Updating the Course Directory Provider Portal for the Skills Funding Agency
- Liaising with colleagues in the Mercian MAT over data collection requirements and timings
- Process UCAS predicted grades ensuring that the information is collated and available in a timely manner.

Examinations Assistant:

- Support the administration for all internal and external examinations including re-sits
- Assist with the submission of official entries and registrations for qualifications.
- Work under the direction of the Exams Officer to communicate with the examination boards, relevant staff and when necessary, individual students with respect to: entries for all examinations, amendments, late entries and withdrawals, results, enquiries about results, post-results service, certificates, coursework and resits, for both module and final examinations.
- Assist with the maintenance of Exams Organiser within SIMS to include Course Manager and where necessary any census queries regarding student courses
- Support the Exams Officer in running examinations including practicals but not limited to: preparation of exam room(s), meet/update invigilators, dealing with student special arrangements, assist with the distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch.
- Assist in the collection, distribution and dispatch recording of student coursework.

- Ensure the safe receipt, collation and distribution of exam board certificates.
- Answering and dealing with enquiries from students, parents, members of staff, examination boards, and the public.
- To assist the SEND department in making applications online for students eligible for access arrangements and ensuring the exams department can implement these appropriate arrangements for students when taking assessments.
- Adherence to the guidelines and procedures laid down by the examination boards and the JCQ.
- Assist with the production of the rooming timetable and liaise with other relevant staff with respect to the organisation of examination rooms, including seating and furniture movement.
- Support the administration of all relevant stationery, mark lists, attendance lists, and packages addressed to examiners. Keep regular records of examination stocks and order/arrange despatches accordingly.
- Support the Exams Officer in receipt and logging of all examination papers and/or scripts. Ensuring that all examination materials are stored and secured at all times in adherence with JCQ regulations. Ensure the secure disposal or distribution of used examination papers following a specific holding period.
- Assist with processing applications for access to scripts and the reviewing of examinations.
- Under the direction of the Exams Officer ensure all notice boards are up to date, as directed.
- Support the organisation of (and attend) student results days.
- Manage the integration of external examination data into the school ICT system.
- Compile data relating to examinations.
- Distribution of provisional examination results to students on results days.
- Use word-processing, spreadsheet or other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc, as and when required.
- Assist with maintaining manual and computerised record systems, including spreadsheets, for financial records, including PSFOnline and Parentpay
- To support the other Exam Officers in the Trust in the event of staff absences.
- Maintain an appropriate and efficient filing system for the Examinations Office.
- Flexibility to work outside core hours during exam times/peak times as and when required.

Additional Responsibilities:

- Maintain the school filing system for current pupils and leavers

General Responsibilities:

To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

This includes:

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in and leading on enrichment activities;

- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

Other requirements:

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments) if required and appropriate to the role
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded.

Person Specification:

Personal Qualities and Professional Relationships:

- To have a positive and motivated approach to work;
- To be able to work in a supportive and patient manner with all pupils and students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities;

Skills:

- To be competent in the use of ICT and data entry;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

Operational experience:

- To have experience of working with and supporting young people;
- To have experience of working in an Examinations Office;
- To have experience of working with exam boards and JCQ;
- To have experience of using data management information systems and/or online systems.

Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.

NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

Closing date: Monday 7 February 2022

Interviews: W/C 7 February 2022

Please return completed application forms to s-sahota@qmgs.walsall.sch.uk

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the former National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

The name of our Trust is significant. It is both rooted in royal history and expresses a geographical identity. Mercia was an ancient kingdom comprising parts of Cheshire, Derbyshire, Nottinghamshire, Staffordshire, Worcestershire and, crucially for us, what we now call the Black Country. It was in Mercia that St Chad established learning communities which fostered a sense of common purpose. A thousand years ago, they spoke of bonds of kinship. Today, we want to adopt the same spirit in our approach to relationships within the MAT. So we very much hope that Y7 and Year 12 pupils joining us will feel that they are not only members of Queen Mary's Grammar School, but also of a wider family of schools.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School.

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota (HR Executive) to arrange a visit. Such visits are strongly encouraged.