

Data and Exams Officer

UTC Warrington

Introduction

Welcome from Jane Fletcher, CEO and Rupert Nichols, Chair of the Aldridge Education Board of Trustees

Aldridge Education is a norms-led organisation committed to providing an equitable and high-quality education for all. Sponsored by Sir Rod Aldridge, we have a strong desire to be entrepreneurial in approach and to provide our students with all they need to leave compulsory education with genuine choices available to them about their futures.

The trustees of Aldridge Education are both proud of the work being done across the Trust and keen to continue that work as we continue to pursue our mission, build towards excellence, and broaden our scope.

Together, we are looking for an individual with integrity, high standards and a bias for action to join part of our team. Who you are and your approach to your work is as important to us as what you know – we are genuinely in the work together at Aldridge Education and so we are looking for someone who wants to be a part of the team.



Jane Fletcher

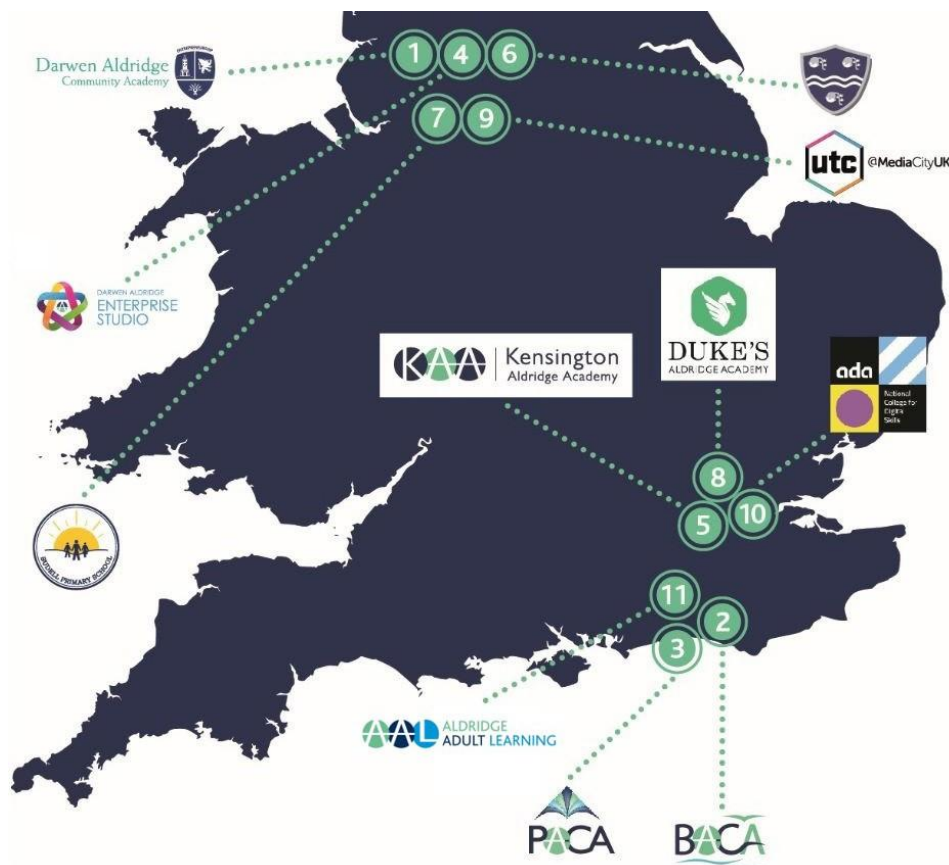
Aldridge Education, CEO

Rupert Nichols

Chair of Aldridge Education

Aldridge Education

Aldridge Education is a semi-national multi-academy trust with schools located in West Sussex, London, Salford and Lancashire. We also have family links with Ada, the National College for Digital Skills and we are the lead sponsor for Kensington Aldridge Academy, secondary school of the year in 2018.



Our mission

Our mission is to bring true equity to education through academic rigour and whole-learner development; supporting aspiration for all and leaving no one behind.

Everyone working for Aldridge Education is asked to commit to these norms and to being open to improving our practice as we see ways to better embody both our norms and our mission.

We are Aldridge Education

We all own the name, the right to speak, the reward and the responsibility. We believe the best of each other, speak positively and act with thought and purpose in order to find solutions and to do good work.

The standard is excellence

Excellence is our bar - it's what we aim for together, nothing less - so we support each other to get better faster.

We champion equality

Inclusion and equality are central to our mission. We aim to leave no-one behind and we are fiercely anti-discrimination.

We are in the work together

We each stand by our missions and we act with transparency and clarity. Because we share accountability, we both give and receive feedback. We celebrate honest support that makes us collectively better.

We behave with integrity

Professionalism, honesty and humanity underpin every word and action. Truth and kindness work hand in hand.

We lead by example

We own our responsibility to live our norms. We expect to be role models to those around us in matters both small and large.

We use time well

Time is precious so we work smart. We select actions and tools that provide the most benefit from time invested. We avoid creating unnecessary work for others.

About Aldridge Education

Aldridge Education is a national multi-academy trust which was established in 2016. Our patron is Sir Rod Aldridge, who founded the Capita Group in 1984; under his leadership, Capita grew from a small start-up to an FTSE 100 company.

Imbued with this entrepreneurial spirit, Aldridge now looks after nine schools across the country (with a cluster in the Northwest of England, one school in London and two in Brighton). We also have an adult learning provision, also based in Brighton. Our academies are a mixture of typical and atypical provisions, which specialises in STEM subjects and complements our more creatively focused UTC, based in Media City and in Warrington.

The two key missions which drive our work - to bring learning to life and leave no one behind - ensure our focus on putting equity into education. We aim to equip every single Aldridge learner with the skills and mindset to achieve and thrive in their next steps after school. We have a range of unique USPs which help us to provide our students with varied opportunities for learning and growth: there's our world-class Cricket and Football Academies in Brighton; our strong network of businesses and employers that supports our T Level courses; our new, collaborative sixth form in Darwen; our thriving and busy Growing Together professional development arm, which gives our staff the tools they need to excel in the classroom.

Guided by our operating norms – which highlight our high standards of both work and behaviour – Aldridge Education seeks to give our learners, families, staff and communities the best possible experience in every Aldridge school. That is a bit about our story – and you could be part of it too.

For more information, please view our website: www.aldridgeeducation.org



ALDRIDGE
EDUCATION



About UTC Warrington

UTC Warrington is a school and sixth form with a clear focus and vision: to prepare students for high-quality careers in science, technology, and engineering. Our students study a broad range of academic subjects, including GCSEs and a variety of post-16 qualifications. Alongside this, we offer students the opportunity to develop their technical knowledge and skills by working directly with the region's leading employers.

We are proud to be a Skills Builder Gold Award holder, a framework we embed within our personal development programme. Combined with opportunities to participate in high-quality enrichment activities — such as cadets, NCS, student leadership, and robotics — our students are exceptionally well-prepared for the world of work.

We boast fantastic facilities and state-of-the-art equipment. Students benefit from working with industry professionals and teachers who have strong industry experience, progressing onto world-class degrees and apprenticeship opportunities. UTC Warrington is currently ranked 10th out of 4,373 schools and colleges nationally for students entering higher and degree apprenticeships.

Our strong partnerships with a wide range of local, national, and international businesses enable staff to link their teaching directly to an applied, employment-focused educational environment.



Job description

Role: Data and Exams Officer
Required September 25

Salary type: SCP 10-14 - £14,914 - £15,708
Actual Pro Rata Salary

Contract: Permanent, Part Time,
Term Time +INSET + 3 Weeks
(42 Weeks) 22.2 hours per week

Overall Purpose of the Role:

The heart of the role of Data and Exams Officer at UTC Warrington can be found in these five key responsibilities:

Key Duties:

- Supporting the senior leadership team and staff in implementing a vision for excellence by providing a level of service to all stakeholders based on high standards.
- Supporting the senior leadership team and colleagues in creating a climate hospitable to education in order that safety, a co-operative spirit and other foundations of fruitful interaction prevail.
- Cultivating leadership in others so that students and colleagues assume their parts in realising the school vision.
- Providing a level of service which enables teachers to teach and students to learn.
- Provide a high standard of strategic and operational support for internal and external exams; collection, collation and analysis of data; maintenance and upkeep of the school systems.
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Specific Responsibilities:

- Understand the regulations and requirements of all examinations held by the Academy, both internal and external.
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these.
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials.
- Assist the SENDCO, Data and Exams with requests to exam boards for access arrangements ensuring that all correspondences and evidence is retained.
- Contribute to development and review of examination-related Academy policies.
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments are in place and implemented for appropriate students.
- Manage registration of candidates for all examinations.
- Work with the finance team to ensure all examination fees are paid, as necessary.
- Recruit, train and manage invigilators as required.
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
- Manage the logistics for examination sessions, including timetable, room booking, resources and staffing.
- Line Management responsibilities for the Exam Invigilators
- Ensure students are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.
- Carry out necessary administrative tasks related to the organisation of examination sessions.
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers.
- Manage any unexpected issues or emergencies that arise during an examination session.
- Submit reports to examining bodies, as required.
- Make arrangements for sharing results with students (e.g., results day).
- Ensure results are received by the Academy in a secure and confidential way.



Job description

- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate.
- Arrange receipt and distribution of examination certificates to candidates.
- Manage retention of results, including certificates, for the Academy's records.
- Manage the administration and processing of all student data independently and provide analysis/report to SLT data lead including all assessment, recording, and reporting systems.
- Manage communication and coordination with primary and previous secondary academies to ensure that all relevant student data is passed on and stored appropriately.
- Manage communication with departments, house teams and alternative education providers to ensure the provision of necessary complete data within given timescales, to disseminate relevant information to internal and external stakeholders.
- Review and monitor assessment, behaviour, and attendance data to identify outliers, gaps, or inconsistencies and to report these to Directors of Learning, Heads of Department, Head of Years, SLT and governors as appropriate.
- Regularly produce clear, concise, accurate information and analysis in-line with assessment points, to support Academy leaders in raising standards and achievement and to support all staff in understanding it.
- Liaise with Directors of Learning, Heads of Department Heads of Year, SEND and EAL departments to build subject-specific tracking mark sheets to raise attainment.
- Have responsibility for ensuring that all colleagues have access to all data necessary to assist in raising the progress levels, attendance, and behaviour of all students.
- Participate in supervisory duties in accordance with the duty rota schedules to support the culture within the organisation.

Accountability and Relationships with others:

- Participate in the Performance Management Cycle and INSETs.
- Make best use of all resources ensuring inventories are accurate and up to date.
- Participate in the induction of new staff into the Academy.
- Contribute to the wider life of the school and its community.
- Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Authority and ensure all communication is consistent with the school's ethos.
- Adhere to the Academy dress code.
- Adhere to and promote all Trust and academy policies and codes of conduct.
- Carry out any such duties as may be reasonably required by the Chief Executive and Principal.

Other Responsibilities

Operating at all times within the stated policies and practices of UTC Warrington and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

- We are Aldridge Education
- The standard is excellence
- Our people matter
- We are in the work together
- Character is key
- We lead by example
- Every moment matters

Equal Opportunities

- To know and adhere to the UTC Warrington equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

Job description

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with UTC Warrington insofar as it is necessary to enable it to comply with its duties under relevant health and safety legislation.

Safeguarding of Children Young people and Vulnerable Adults

To be aware of and work in accordance with the UTC Warrington safeguarding child protection policies and procedures to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per UTC Warrington procedures.

Person specifications

Qualifications	Essential	Desirable
Educated to at least GCSE standard including Maths and English Grade C/5 or above	✓	
NVQ Level 2/3 in Business Administration or willing to undertake it		✓
Basic First Aid or willingness to undertake it	✓	
Level 3 in Safeguarding or willingness to undertake it	✓	
Experience, knowledge and skills		
Working in a school environment	✓	
Proficient in the use of Microsoft Office packages (Word, Excel, Outlook, Publisher, Power Point)	✓	
Experience of Capita SIMS or BROMCOM	✓	
Inputting and extracting data	✓	
Familiarity with JCQ and exam board regulations	✓	
Experience of producing exam timetables and seating plans	✓	
Experience of administrative requirements on results day	✓	
Other skills and qualities		
Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies	✓	
'Warm firm', equitable approach that hears the views of all and maintains the standard of excellence.	✓	
Absolute commitment to Trust operating norms and the Trust mission	✓	
Able to build strong professional relationships with colleagues at all levels; building credibility and earning thoughtful followship.	✓	
A disposition for learning, willing to listen and self-aware; not taking self too seriously and considering the differing views of others.	✓	
Excellent communication skills: accurate, concise, warm, coherent and clear (both written and oral)	✓	
Strong organisational skills and time management, able to adjust and flex and mindful of highest priorities at any point in time.	✓	

Aldridge Education is committed to:

- Exemplary safer recruitment practice
- Equity in recruitment which goes above and beyond to ensure that all are included and have an equal chance to prove themselves ready for a post being advertised
- Ensuring our learners of all backgrounds see themselves in leadership roles in our Trust and know they belong in any and all offices.
- Growing leaders from within

Application process

If after reading the details you would like to apply for this post then, as part of our safer recruitment practice, you will be required to complete an application form in full online via the Trust's Every HR Applicant Tracking System.

- Closing date for applications: Sunday 31st August 2025
- Interviews are planned for: To be Confirmed

Reference

In accordance with our safer recruitment policy and KCSIE 2024 guidelines, we cannot accept personal email addresses for referees. A total of two professional references are required, and they must come from different employers. Please provide the name of your **current or most recent employer**, along with the email address of your line manager or a representative from the HR department

Safeguarding Statement

Aldridge Education is committed to working together to safeguard children 2024 providing help and support to meet the needs of children as soon as problems emerge. We expect all employees and volunteers to share this commitment. Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

A copy of Aldridge Education's Child Protection policy is available on our website at www.aldridgeeducation.org

Following successful shortlisting, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates undertaking regulated activity. If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and other safer recruitment checks.

If you are shortlisted for the position you are applying for, **Aldridge Education will undertake online searches** (including social media) in accordance with KCSIE 2024.

This post is considered exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975.

