

## HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT  
Headteacher: Anne Kelly BA MBA  
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### Exams Officer and Data Manager

37 hours a week, plus three weeks and Staff Development days.

(Highsted Academy Trust pay band 7: £22,581 to £25,564)

Friendly, flexible and enthusiastic Exams Officer and Data Manager required to work at this outstanding girls' grammar school. The successful candidate will also assist with Marketing tasks. A first aid qualification is desirable and willingness to undergo first aid training. ICT experience essential but specific training will be given. Experience of working with young people would be an advantage.

Application forms containing contact details of two referees, including email addresses, should be accompanied by a CV and covering letter explaining why you feel you would be suited to this post.

**Please contact the school or visit the website to download further information and an application form:**

[www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)

(Closing date noon Monday 17 August 2020)

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.*

*Highsted Grammar School is an Equal Opportunities Employer.*





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### GENERAL INFORMATION

#### Summer 2019 school performance:

#### GCSE results achieved by pupils at the end of key stage four

	2019	2018
Percentage A*/A grades / 7 and above	41.5%	52.8%
Percentage of pupils gaining 9 - 4 grades, in English and maths	97.0%	98.4%
Percentage of pupils gaining at least two 9 - 4 grades, science	98.2%	97.6%
Percentage of pupils gaining at least one 9 - 4 grade, MFL	60.4%	86.2%
Percentage of pupils achieving history or geography 9 - 4	96.0%	96.0%
Percentage of pupils achieving English Baccalaureate*	60.0%	84.0%

\* **English Baccalaureate** consists of 9 - 4 grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

#### A-level results achieved by students at the end of Year 13

	2019	2018
Percentage pass rate	99%	98.3%
Percentage A*-B grades	60%	64.6%

*'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'*

*'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'*

*'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'*

*'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'*

*'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'*

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 852 on roll, including 178 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Recently, Highsted was placed 92<sup>nd</sup> in the top 100 secondary schools (The Telegraph) based on our 2015 A-level results.

The school, sponsored by Microsoft, received specialist school status through science and we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In 2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. Last year more than 35 students from Years 9, 10 and 12 participated in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Anne Kelly (January 2020)

**HIGHSTED GRAMMAR SCHOOL: JOB PROFILE**  
**RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF**

**Job title:** Exams Officer and Data Manager

**Reports to:** Senior Leadership Group

**Postholder's name:**

**Date:**

**Grade:** Highsted Academy Trust Band 7

**Hours:** 37 hours a week, plus three weeks and Staff Development Days.

***Purpose of job***

*Provide an efficient Exams Officer and Data Manager process for the school in line with Kent's 'Ways to Success' document.*

*Teamwork, efficiency, flexibility, good time management and an ability to use ICT are all essential qualities for the post of Exams Officer and Data Manager.*

*Hours of work 8.00 am – 4.30 pm Monday to Thursday, 8.00 am – 4.00 pm Friday, all year round. Plus hours as directed by the Headteacher during the holiday period or after school.*

***Dimensions***

*1. Line management responsibilities:*

Not applicable.

*2. Statistical information relating to the scope of the job.*

School roll: 852

Agreed by .....

Approved by .....

Date .....

## ***Principle accountabilities***

### Examinations

- To be responsible for examination entries for external exams to the awarding bodies.
- To liaise with heads of departments on pupils entries and be accountable to the Headteacher as Head of Centre for all aspects of the examination series.
- To liaise with staff, pupils, parents and to deal with complaints and queries about public examinations.
- To be responsible for the secure storage and organisation of examination papers and manage the updating of policies to ensure that the school is JCQ compliant.
- To be responsible for the daily running of public examinations.
- To produce seating plans, pupil exam timetables and pupil identification cards.
- To manage a team of invigilators and deliver appropriate training.
- Responsible for ensuring all access arrangements meet student requirements, liaising with SENCO and Awarding Bodies to ensure data is submitted by due deadlines and Academy meets Disability Discrimination Act requirements set by JCQ.
- Responsible for ensuring confidential special consideration requests are submitted to Awarding Bodies by due deadlines.
- To produce relevant statistics on examination entry and examination results to the Head and Governors.
- To oversee the copying and distribution of results.
- To manage GCSE and A Level results day.
- To retrieve cost of examinations entry from absentees and arrange for re-marks.
- Is the named contact for the Examinations Inspector and is accountable for the effective operation of examinations.
- To attend local and national examination awarding body training and feedback to SLG.
- Manage CAT4 testing in liaison with the designated member of the Senior Leadership Group. Develop and maintain target data from GL Assessments, including the appropriate use of regression data.
- Lead and have oversight of all internal examinations as directed by the Senior Leadership group.

### Data

- To use dedicated database packages (e.g. FFT/4Matrix/ Alps) to record and archive pupil performance and tracking data. Track pupil progress.
- To produce performance data for the Heads of Department and the Senior Leadership Group as required; ensure that data is entered on time by teaching staff.
- Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session.
- Analyse data and produce forecasting documentation to the Senior Leadership Group and Governors when required. Produce reports for the Academic team to facilitate a full analysis of the results of report grades and public examinations.
- To manage all aspects of internal student reporting and produce reporting information for parents in line with the published calendar agreed by the Senior Leadership Group and Governors.

### Professional Development

- In consultation with the Senior Leadership, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity. Attend workshops, take courses, and read literature to acquire relevant knowledge and skills.

- Attend meetings of the Leadership Teams and other meetings as required.
- Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of relevant information.
- Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.
- Train and support staff entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of the School's systems.

#### Awards

- Organise award ceremonies including the recommendation of and contact with guest speakers.

#### Marketing

- Prepare all press-releases and liaise directly with the media to ensure maximum exposure for raising the profile of the school. Including exams results days.
- Design publicity materials for school events including advertising to stakeholders.
- To maintain all corridor display boards across the site.
- Production of the school termly newsletter.
- Oversee all communication/events relating to Future First – the Old Girl Network

The above is not an exhaustive list but sets out the broad remit of the post; the role will be reviewed yearly to ensure that it is meeting the changing operational needs of the school.

#### ***In addition the post-holder is to:***

- Assist with general office duties as requested by the Administration Office Manager.
- Annually, on Welcome Evening, assist with the Admission Procedure (NB this involves an attendance of approximately one hour in the evening for which time off in lieu will be given).
- Undertake in school training as appropriate.
- Cover for absent colleagues and interchange duties as necessary at busy times.

#### ***Necessary experience***

- The postholder requires a good level of general education.
- A high level of interpersonal and communication skills.
- A flexible, efficient approach to duties is required, with the ability to act on own initiative.
- Computer literacy in Word and Excel is essential.
- The ability to relate well to children and adults.

#### **Confidentiality**

**All personal information regarding pupils, parents, employees at the school to which the Exams Officer and Data Manager may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.**

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

***Job context***

The postholder has day to day contact with staff, students, parents and members of the public, in person and by telephone and works as an Exams Officer and Data Manager as part of the Administration team.

***Organisational structure***

Headteacher



**Postholder** (37 hours per week, plus three weeks)