



Heathfield School Ascot



**Application pack for position of
EXAMINATION DATABASE OFFICER**

October / November 2021

Welcome

Heathfield is a warm and welcoming School, an inclusive community and a home from home for our pupils. To ensure that we continue to evolve and are always able to provide truly outstanding education in a holistic sense, we need to continue to build and deliver an ambitious and creative vision for our School. The Examinations and Database Officer is a key member of our administration team, all of whom are committed to providing a first-class service for our pupils, parents and staff.

At the heart of Heathfield are our pupils. As a smaller School we are able to genuinely focus on individuals, supporting and encouraging them to help them find their own path. In this rapidly changing world, we want our pupils to leave Heathfield as strong and informed young people who will stand up for what they believe in, demonstrate resilience and grit and be proud of who they are, all they have achieved so far and to be excited about their future.

Academically, Heathfield aims to engender an intellectual curiosity combined with self-discipline; it is this combination that leads our young people to success in so many areas. However, we are not led purely by our academic outcomes; our pupils go to the best universities, the best Art colleges and drama schools as well as to the world of work. Our pupils, staff and parents work hard together to ensure that each individual pupil's dream is realised.

The boarding ethos of a holistic education is absolutely at the heart of what we stand for. The majority of pupils board, and we have a growing number of day pupils who often stay over at weekends and later in the evening. Pastoral care is the foundation of our School and pupils take part in 'Flourishing', an innovative Australian wellbeing programme that we are fortunate to be the first school in the UK to adopt. Whether boarding or day, our pupils develop independence of spirit, lifelong friendships and dedication to service to the community, which endure for the rest of their lives.

Eleanor Wyatt founded the school in 1899 to enable pupils to 'see the sky'. Today, we continue to challenge our students to 'see the sky'; to develop the confidence to set their ambitions high. One of the wonderful things about our school is that you will get to know every pupil and have strong close partnerships with most parents, and this is special as it creates our family feel.

I hope that you will be excited by the challenges and professional rewards of being part of the team that shapes the school over the coming years. You will find the people wonderful, the environment warm and positive, and the facilities fantastic. We aspire for Heathfield to be the very best school and want the very best people to work with us.

I look forward to meeting you.



Sarah Wilson
Headmistress

THE ROLE

The post holder would combine the roles of Examination Database Officer.

In the Data Analyst role, the post holder will assist the Assistant Head (Operations) in the creation, update and analysis of the school's key data sets on a termly basis. Knowledge and experience of Capita's SIMS information management system is essential to this role (desirable: knowledge and experience of SIMS Independent Schools database software and SIMS Power BI).

In the Examinations Database Officer role, the post holder will be responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies, including oversight of entries, downloading / processing of results and post-results queries / appeals.

OBJECTIVES

As Data Analyst, the post holder will aim to help teaching staff and the SMT analyse pupil information to ensure that data supports and informs the academic and pastoral functions of the School in a swift and timely manner.

As Examinations Officer, the post holder will aim to provide every pupil with the opportunity to fulfil her potential in internal and external examinations by ensuring all aspects of examinations administration is handled efficiently and accurately.

KEY TASKS

Database Analyst

- Assisting the Assistant Head (Operations) in creating and maintaining templates and mark-sheets for recording student tracking and performance data using SIMS Assessment.
- Helping the Assistant Head (Operations) to develop analytical tools with Capita Power BI software in SIMS as required.
- Assist the Deputy Head (Academic), Assistant Head (Operations) and IT Systems & Network Manager with setting cover in SIMS and posting it online for teaching staff.

Examinations Officer

- Take responsibility for ensuring all JCQ regulations are met, including preparation for, and leading on, the annual JCQ inspection.
- Liaising with Subject Leaders and Teachers-in-Charge regarding examination entries.
- Disseminating information about public examinations to staff, students and parents/carers to include regulations relating to examinations and controlled assessments/coursework.
- Submitting entries for external examinations to awarding bodies in advance of deadlines to include re-sits.
- Organising SEN provision, including liaising with the SEND coordinator regarding candidates with SEN; applying to awarding bodies for examinations access arrangements and special consideration for such candidates.
- Ensuring safe custody of examination stationery and materials, including question papers, in accordance with regulations.

- Dispatch coursework and controlled assessment marks to examination boards and moderators by the required deadlines.
- Produce detailed seating plans for all examinations ensuring appropriate arrangements are made for students with special needs.
- Organising the examination rooms and facilities in accordance with regulations.
- Producing individual and centre examination timetables to include dates, times, etc.
- Resolving examination clashes in accordance with regulations.
- Collecting and dispatching worked scripts in accordance with JCQ regulations.
- Organise invigilation timetable for all exams and line manage all external invigilators (also responsible for interviewing and employing in conjunction with Assistant Head (Operations)).
- Being present and available in school on the days when results are notified, downloading and overseeing the distribution of results to candidates.
- Producing analyses of examination results for the Headmistress, Senior Leadership Team and Governors.
- Processing enquiries about results and requests for return of scripts as required, including during the summer holiday.
- Making arrangements for internal examinations, including assisting with the production of the timetable, rooming and invigilation.
- Administering baseline tests for all new pupils joining the school or changing Key Stage and disseminating data to staff.
- Checking / amending DfE / ISI performance data and other examination statistics before publication.
- Overseeing the checking and distribution of certificates to candidates.
- Processing invoices and providing student fees information to the Bursary.
- Keeping up to date with the requirements of the role.
- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Any other reasonable duties as commensurate with the grading of the post.

SCHOOL CULTURE

- Support the School's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is committed to achievement
- Undertake other various responsibilities under the reasonable direction of the SMT or Headmistress.

INDUCTION

All successful candidates are required to attend an Induction Day for new staff.

PERSON SPECIFICATION

CRITERIA	REQUIREMENTS
QUALIFICATIONS:	ICT literate (proficient in use of email, MS Word and MS Excel). Knowledge and experience of using SIMS software including Exams Organiser, Assessment and NovaT6. Desirable: knowledge and experience of using SIMS Independent Schools. Desirable: knowledge and experience of using Capita Power BI.
EXPERIENCE:	Desirable: Previous exams experience in Secondary School administrative or academic environment. Familiarity with JCQ and Cambridge Examination Board [CAIE] Regulations, including those for Examination Access Arrangements, would be an advantage.
KNOWLEDGE	Essential: good experience of MIS database systems. Desirable: experience of the examination system and willing to take on training to gain greater expertise.
SKILLS	Be able to prioritise and manage workload. Be able to work in an organised and methodical way and have sound organisational and coordination skills. Be able to work accurately and to deadlines. Be able to work effectively under pressure. Be able to maintain confidentiality. Have good supervisory skills and have the ability to organise people and resources. Keen appreciation for attention to detail.
OTHER REQUIREMENTS	Have excellent written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers. High standards of honesty and integrity. Ability to work on own initiative with minimal supervision. Flexible attitude. Used to working to tight deadlines A team player

TERMS OF SERVICE

Salary: £30K to £34K (pro-rata) per annum

Hours: 8:30am to 4:30pm, Monday to Friday, 37.5 hours per week

Permanent Contracted Weeks: 36 (thirty-six weeks) - this is a term time only position; however, you will be required to attend school during the examination results period in August.

Meals and Refreshments: We provide freshly prepared, nutritious meals in the Dining Hall during term time (when the kitchen is operational). Refreshments are also available throughout the day in the Staff Sitting Room. Meals and refreshments are free of charge.

Holidays: The school holiday year runs from 1 September to 31 August, and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year, provided that, during those periods, you are not unavailable for work due to sickness or the exercise of a statutory right (for example maternity leave). Public holidays will be counted as non-term periods, but days on which you are required to work for the school (such as INSET days, where a public holiday falls during term time, or school trips) will not.

During the holidays, you may need to work reasonable hours in preparation for the new term, or in order to fulfil your job responsibilities. Prior to the start of a new term and at the end of term you will be required to work some additional time to ensure that the department is ready, and also for staff meetings and training. All these dates are published on the School Information System (Firefly) and your Line Manager will advise you of what will be required. It is important not to make any holiday arrangements (booking flights etc.) before checking with your Line Manager.

Normally, you will not be required to work on public holidays, unless the public holiday falls during the School term (for example May bank holiday). In particular, all staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

Pension Scheme: Eligible staff are automatically enrolled into the contributory workplace pension scheme.

Personal Accident Insurance Scheme: The School currently participates in a Personal Accident Insurance Scheme for all employees.

Fee remission: The School currently offers all staff a discount on fees should their daughter(s) attend Heathfield School.

Parking: Free parking is available on site.

Welfare: A number of welfare initiatives are available to staff including free lunch and refreshments, free use of the School's swimming pool and gym (at set times), massage, reflexology, life drawing, spin bike and yoga classes (all at small charge), free 24/7 onsite medical care by qualified nurses, annual flu jabs (optional) and counsellor.

APPLICATION FOR POSITION OF EXAMINATION DATABASE OFFICER

To apply please send, the application form, letter of application and current CV addressed to the Headmistress, Ms Sarah Wilson, c/o Deputy Bursar, Mrs Lynn Farrin, Heathfield School, London Road, Ascot SL5 8BQ, or hr@heathfieldschool.net

Closing date: Friday 8 October 2021 (mid-day)

Interview date: Friday 15 October 2021

Application form and job description are available on our website at <https://www.heathfieldschool.net/about-us/job-vacancies/>

We reserve the right to call suitably qualified candidates to interview and appoint before the closing date, early applications are therefore encouraged.

Heathfield School welcomes applications from all sectors of the community.

Safeguarding:

Heathfield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Heathfield is an Equal Opportunities Employer and a registered Educational Charity no. 309086 as well as a data controller and registered with the Information Commissioner's Office as required under current data protection legislation. Further information about how we use personal data is available on request.



Heathfield School
Ascot

Heathfield School, London Road, Ascot, Berkshire, SL5 8BQ

t: 01344 898343 w: www.heathfieldschool.net

Registered in England & Wales as a company limited by guarantee no 556463 Registered Charity No: 309086

THE SCHOOL

Heathfield is a vibrant and unique independent boarding and day school for pupils aged 11-18 with a first-class education and excellent pastoral care. Situated in Ascot, with good transport links to international airports and London, the school currently has 225 pupils including 135 boarders. It is small and welcoming, with a caring and inclusive atmosphere, underpinned by a strong Christian ethos. The small size of the school ensures that everyone knows everyone and fosters a very happy community, where pupils build lasting friendships. Heathfield pupils are highly successful and go on to establish careers in many sectors according to their individual skills and ambitions. At the last ISI Inspection in February 2018, the school was graded “Excellent” in all areas assessed.

Eleanor Beatrice Wyatt founded the school in 1899 with the school motto, “The Merit of One is the Honour of All”, encapsulating Miss Wyatt’s ideal. Heathfield is a school where the primary aim is to ‘discover and develop every Pupil’s talents to enable her to excel.’



We recognise that our greatest asset is our staff, and you would be joining a warm community united by a mission to do the very best for every Pupil. Our personalised and individual approach to every Pupil is central to making sure that every Pupil is happy, confident and therefore able to reach their academic, social and emotional potential.

The school offers an excellent all-round education that caters for pupils for all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the school is to bring out the best in each Pupil, according to their abilities and talents. Pupils work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.

ACADEMIC SUCCESS

“Pupils consistently demonstrate positive attitudes to learning and achieving their best.” ISI 2018

As the individual pupil is at the centre of what we do, class sizes are kept small. The school has a consistently strong academic track record with examination results improving year on year.

In 2020, 70% of grades awarded were A*-B grades at A-Levels, in 25 subjects including Mathematics, History, French, Biology, Art and Design and Music. 30% of grades were A*/A and nearly 95% A* to C. At GCSE there was another successful year of results. Across the board, 63% of grades received by our students were in the top 9-7/A*-A category. Core subjects continued to impress, with a 100% pass in Maths and English Language. Overall, over half of all students in this cohort achieved 9-7 grades.

The School offers a rich and broad curriculum that gives everyone the opportunity to continue to further their education.



PASTORAL

“The school looks to what the child does best not what is best for the school and helps to foster a belief that they can achieve in whatever they do” Parent

The pastoral care at Heathfield is second to none. Pupils board in the main school building in their year groups in dormitories from Forms I to III and then have their own single rooms from Form IV upwards. Sixth Formers live together in Wyatt House, a separate boarding house,

where they can cook together in one of two kitchens, giving them the opportunity to prepare for independent living and university life. Everyone is part of the House system and pupils are put into one of four Houses where they remain throughout their time at Heathfield. The Heads of Year are responsible for the pupils' welfare and are the main point of contact for parents.

Heathfield offers a wide weekend programme and a varied selection of school clubs and activities, designed to stimulate the pupils and to provide them with a release for both their physical and creative energies.

Happiness and wellbeing are never far from our minds. Heathfield was the first school in the UK to adopt the wellbeing programme "Flourishing at Schools" which aims to promote wellbeing from the outset, rather than just identifying those in distress or at risk.

The Chapel provides a place of peace and quiet reflection for pupils and staff and is the spiritual centre of the school community regardless of faith or belief.



BOARDING

"Pupils are happy, articulate and confident." ISI 2018

We welcome boarders from all over the world. Pupils have the opportunity to grow and become more independent within an environment that is safe and happy. Boarders have an extended programme of supervised activities after school and at weekends. Students, even some who live very locally, often choose to board as it provides them with a stable, supportive

environment in which to study and live, balancing work with such typical evening activities as Zumba, Yoga, themed evenings, cinema trips and weekend days out.



SPORT, ART, MUSIC AND DRAMA

“Pupils non-academic achievements are outstanding.” ISI 2018

The opportunities provided are as diverse as the ambitions of our pupils. We cater for just about every interest and talent through an impressive range of over 30 termly clubs and enrichment activities. We have a “work hard, play hard” approach, with plenty of time built into busy lives for friendship, relaxation and fun. To support the development of individual talent, we have superb facilities, including a large multi-purpose sports hall, fitness suite, spin studio, a dance studio, five lacrosse pitches, six tennis courts, four netball courts and a 25m indoor swimming pool and extensive woodlands.

Core sports are netball, lacrosse, tennis and athletics, with much else on offer, in particular the school’s equestrian strength in polo and show jumping.



The school's excellence in the creative arts is nationally renowned and a great source of pride to the school. In September 2014, Heathfield became the first school in the UK to join with the London College of Fashion at the University of the Arts London for a unique progression partnership.

Drama at Heathfield is housed in the St Mary's Theatre, which provides a fully equipped, exciting space for a range of drama work from whole school productions to examination performances, House plays and the Junior Showcase. The school also offers a well-established and flourishing programme of extra-curricular lessons leading to LAMDA and Dance examinations. Frequent theatre visits are an integral part of school life, and the school is ideally placed for visits to London and further afield. There is also an annual inter-house drama competition with performances written, directed and performed by students.

Music is another key feature of Heathfield School. The pupils have the option to take individual music lessons, and many choose to join various extra-curricular clubs which are run by the music department.

THE FACILITIES



The school is set in 36 acres of stunning grounds in Ascot, Berkshire. With an annual turnover of £6 million, the school is in robust financial health and is in the middle of an exciting investment programme. The theatre and assembly hall was completed in 2009 and the state-of-the-art STEM (Science Technology Engineering and Mathematics) block was completed in the summer of 2015. Construction of the new Sixth Form Centre started Summer 2021. There are further plans to increase staff housing and boarding accommodation.



The school employs approximately 120 staff, of whom around 40% are teaching. Another 30 are engaged as contractors in catering and peripatetic teaching.

Heathfield has extensive grounds with five lacrosse pitches, tennis courts, netball courts, a purpose-built Sports Centre with fitness equipment, dance studio, spin studio and a 25m indoor swimming pool. We also have 36 acres of woodland, which is used as a fitness trail, boarders' recreation and staff dog walks. Heathfield even has its own sweet shop!



The school is fully equipped with all necessary IT. There are two specialist ICT rooms and a multi-media digital recording studio. All pupils bring a laptop to school.

Staff have their own common room, with facilities for making tea and coffee, and a study with computers.

Catering on site is excellent, and freshly prepared on site each day. Staff are provided with

lunch free of charge, and supper when on evening duty.

We welcome all staff becoming involved in all and any aspect of co-curricular provision, including the Duke of Edinburgh Scheme, school trips and visits at home and abroad and clubs and activities, existing or new.

Heathfield is a member school of the BSA, the GSA, ISBA and AGBIS.

LOCATION

Heathfield is situated 31 miles west of London and near both the M3 and M4 to London. There is a rail link between Ascot and London Waterloo. Gatwick and Heathrow airports are within easy reach.



