



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Exams, Data, Reporting & Compliance Assistant

Permanent role

Information for prospective
members of staff



Appointment of an Exams, Data, Reporting & Compliance Assistant for an immediate start

St Joseph's College is seeking to appoint an Exams, Data, Reporting & Compliance Assistant to start as soon as possible. Your hours of work will be 15 hours per week term-time, plus staff training and inset days, and two weeks during the summer holidays to cover the exam period. You will be required to work an additional 225 hours of work during the year worked flexibly to meet the exam timetable.

Closing date: **4pm, Wednesday 3 January 2024**

Interviews will take place as soon as possible after the closing date, early application is encouraged as we reserve the right to close the vacancy early.

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Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

About the Role

St Joseph's College is seeking to appoint an Exams, Data, Reporting & Compliance Assistant reporting to the Exams, Data, Reporting and Compliance (EDRC) Manager.

The person appointed will support all aspects of external and internal examinations.

The successful candidate must have excellent communication skills, both written and verbal, proven administration experience together with strong ICT skills, especially with Microsoft Excel. An understanding of data management is desirable and ideally an in-depth knowledge and experience of Schoolbase or another MIS and their capabilities are desirable.

It is essential that applicants have a positive 'can-do' attitude towards providing excellent customer service and the ability to remain calm, professional and flexible within a busy environment. Good time management and a high degree of organisation are vital for this role.





Areas of Responsibility and Key Tasks

Main Requirements

1. To support the EDRC Manager in promoting the use of data across the College producing assessment data and analysis in an appropriate form when required.
2. To assist the administration of parents evenings across the College.
3. To administer school examinations in support of the EDRC Manager in line with JCQ regulations and exam board procedures.

Areas of Responsibility & Key Tasks

Examinations

- To support the EDRC Manager with examinations and mock exams to ensure all exams can be supervised appropriately.
- To plan and arrange invigilators as required for internal and external exams.
- To facilitate the setting up of exam rooms in accordance with JCQ regulations along with the site team.
- Assist with the administration of post-results services including the review of marking request and exam script recalls.
- Specific responsibility for the resourcing of exams and ensuring administrative arrangements are well organised.
- Co-ordinate exam board procedures for outgoing and incoming coursework.

Administration of College MIS

- To support the Exams, Data, Reporting and Compliance Manager.
- To assist with ensuring all necessary curriculum information is entered onto the College MIS.
- To assist with the compilation of the Staff Handbook where appropriate.
- To assist with the population of information on the school's digital platforms for various stakeholders (including but not limited to staff, parents, governors and ISI).
- To assist with completing data surveys for ISC, UCAS, DFE and any other external agencies which require them.
- To become conversant with the College's MIS, to monitor its efficacy and suitability for the College's needs.

Data, Tracking & Reporting

- To support in maintaining a year plan of assessment and reporting deadlines for the College.
- To facilitate the collection of pupil tracking data.
- To assist with the administration of the College's communication with pupils and parents in relation to reports and grades
- To assist with the administration of parents evenings (both on and off line).
- To support the Exams, Data, Reporting and Compliance Manager to ensure co-curricular data and timetables are up to date and published.

Compliance

- Assist in the effective communication of College policies, and promote the observation of practices and procedures designed to ensure compliance.
- To support with the management of the process for ensuring that all policies are reviewed according to the agreed schedule and / or legislative changes by the appropriate staff or Governors' committee and any changes are recorded and put into practice.
- Support the Manager to maintain our register of all the College policies, including review timescales and accountabilities.
- Ensure the College website content is up to date with current policies.

Other Professional Requirements

- Attend relevant meetings and training sessions as required.
- Meet all deadlines reasonably requested.
- Adhere to all policies (including H&S, child protection) and to raise any concerns to the appropriate person.
- Undertake professional development.
- The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.





Conditions of Service

The school normally operates a five-day week from Monday to Friday, 8am to 4pm. Your hours of work will be 15 hours per week term-time, plus staff training and inset days, and two weeks during the summer holidays to cover the exam period. You will be required to work an additional 225 hours of work during the year worked flexibly to meet the exam timetable. The working schedule is to be agreed in advance with the Exams, Data, Reporting & Compliance Manager and you will be required to record the additional hours throughout the school year.

The post holder will receive a negotiated salary, depending on experience and qualifications.

The school has a pension scheme in operation.

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	Good literacy/ numeracy skills Strong ICT skills including Excel	5 GCSE at grade C or above including Mathematics and English (or equivalent) Familiar with the JCQ instructions for conducting examinations Experience of working within a school Experience of working with young people
Skills and Attributes	Ability to co-operate and collaborate with College staff Ability to follow written procedures to carry out tasks Awareness of data protection issues Meticulous attention to detail	
Personal Qualities	High level of security / confidentiality awareness High level of customer care awareness Flexibility over working hours Confident and authoritative Organised and efficient Reliable and punctual Mature approach to working	



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over the last few years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of compassion, commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College's ISI inspection took place in May 2022

The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners'.

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences'.

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement'.



Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.



Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College who are not employed on a casual contract are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme or government tax-free childcare scheme.

Cycle to work scheme

The school allows staff to purchase a bicycle through the cycle to work scheme after completion of the statutory probationary period, and to those staff with an employment contract for 12 months or more. Further details are available from the Bursar's office together with the terms and conditions of the scheme.

Pension

The college participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Head, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- Closing date: **4pm, Wednesday 3 January 2024**. Interviews will take place as soon as possible after the closing date, early application is encouraged as we reserve the right to close the vacancy early.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A birth certificate, current driving licence including a photograph and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

