



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF  
Data, Exams and ICT  
Support Officer  
Grade 4

Application Pack

Required ASAP

# Permanent Data, Exams and ICT Support Officer

## 37hpw Term Time Only + 1 Week

(Flexibility around the + 1 week – requirements to be discussed at interview)

**Grade 4 SCP 4 to 6 £24,404 to £25,183**

Please note the salary quoted is full time equivalent, the actual salary received will be paid on a pro-rata basis.

The Governors wish to appoint an enthusiastic and passionate individual to support our Curriculum and Assessment Manager.

The successful candidate will assist the Curriculum and Assessment Manager by supporting data management process, assisting with the coordination and administration of exams, and providing basic ICT support across the school. This role has been created to ensure the efficient handling of student and school data, support a smooth examination process and assist with day to day technical issues to enhance school operations.

The successful candidate will be:

- A consummate professional, with a high level of drive, energy and integrity.
- A team player with an understanding that excellence can only be achieved by working together.

If you share our values, have the vision and drive for excellence and want to be part of an enthusiastic, dedicated and well sourced team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

**“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”**

OFSTED January 2020

**Informal discussions and visits to the school can be arranged by contacting the school on 01772 339813**

**Closing Date: Sunday the 05<sup>th</sup> of January 2025 at Midnight**

We reserve the right to close this post should we receive suitable applications prior to the closing date. Therefore, we would encourage early applications.

**Proposed Interviews: TBC**

Further information and an application pack are available to download from the school website:  
[www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk).

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

Please note that in line with Keeping Children Safe in Education 2024 an on-line search will be carried out as part of our due diligence on shortlisted Candidates.

This post is subject to an enhanced disclosure with the DBS.

*Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

# BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL



## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As the Data, Exams and ICT Support Officer, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Sunday the 5<sup>th</sup> of January 2025**.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,

A handwritten signature in purple ink, appearing to read 'N Oddie'.

Mrs Nicola Oddie  
Headteacher

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## SCHOOL CONTEXT



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 764 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022 we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, RE classroom, staffroom, music room and school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

Five years ago, we adopted a Threshold Model, requiring all subjects to develop Progression Models to ensure that the curriculum is coherently planned and sequenced, and that knowledge is acquired, remembered, built on and applied. These are constantly revised and amended from reflection of what our pupils need to know and when best to teach it. We equip learners with the technical and subject-specific vocabulary to articulate precisely their learning, orally and in extended writing. We expect all learners to appreciate the value of reading widely for pleasure. All learners are engaged in an ambitious curriculum pathway, whether it be traditional EBacc, technical or vocational. Work undertaken on our curriculum intent and implementation has had impact. The deepening knowledge is starting to impact positively on GCSE outcomes. We are committed to continuous improvement.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

**Job Description**  
**Data, Exams and ICT Support Officer**  
**Brownedge St Mary`s Catholic High School**

<b>Post Title:</b>	Data, Exams and ICT Support
<b>Salary/Grade:</b>	Grade 4 – SCP4 to SCP6
<b>Working Hours:</b>	37hpw Term Time Only + 1 Week
<b>Responsible to:</b>	Headteacher/Curriculum and Assessment Manager /Business Manager and ICT Manager
<b>Responsible for:</b>	None
<b>Essential Car User:</b>	None

<b>Job Purpose</b>	The successful candidate will assist the Curriculum and Assessment Manager by supporting data management process, assisting with the coordination and administration of exams, and providing basic ICT support across the school. This role has been created to ensure the efficient handling of student and school data, support a smooth examination process and assist with day to day technical issues to enhance school operations.
<b>Duties and Responsibilities</b>	All teachers are required to carry out the duties of a schoolteacher as set out in the current <u><i>School Teachers Pay and Conditions Document</i></u> . Teachers should also have due regard to the Teacher Standards (2013). Teachers’ performance will be assessed against the teacher <u>standards</u> as part of the appraisal process as relevant to their role in the school.

<b>Duties and Responsibilities</b>	<p><b>Data Management Support</b></p> <ul style="list-style-type: none"> <li>• Assist with maintaining the accuracy and integrity of data within the school’s Management Information System (MIS).</li> <li>• Maintain accurate pupil performance data records, participating in the collection, collation, processing and storage of data and information to comply with school reporting requirements.</li> <li>• Complete data requests for external agencies.</li> <li>• Maintain security of school data information systems.</li> <li>• Assist with the maintenance of other data, such as timetable information and examination data.</li> <li>• Assist with data cleaning tasks, identifying and resolving inconsistencies, duplicates or errors.</li> </ul> <p><b>Exam Support</b></p> <ul style="list-style-type: none"> <li>• Issue and collect forms/checklists to/from teaching staff for the collection of information regarding estimated and actual examinations entries and update the management information system.</li> <li>• Input and update entries data onto the school’s management information system.</li> <li>• Check and collate results certificates and distribute examination results to pupils and staff.</li> <li>• Maintain records of results enquiries.</li> <li>• Assist with the processing and distribution of examination results, handling enquiries related to results and exam procedures.</li> <li>• Undertake administrative duties associated with assisting the examinations officer.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Help ensure compliance with examination board requirements and support the compliance of post-exam processes, including appeals and certifications.</li> </ul>
<b>Duties and Responsibilities</b>	<p><b>ICT Support</b></p> <ul style="list-style-type: none"> <li>• Provide first-line support for minor hardware, software and network issues escalating more complex issues to the ICT Team as needed.</li> <li>• Assist staff and students with routine technical issues, including logging support tickets.</li> <li>• Assist in routine checks, updates and maintenance of ICT requirement (e.g computers, printers, projectors) to ensure functionality.</li> <li>• Support the maintenance of a secure network environment and assist with password management and access controls.</li> </ul>
<b>School Ethos</b>	<p>The governors of St. Mary's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:</p> <p>To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.</p> <p>To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.</p>
<b>Other</b>	<p>Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder.</p> <p>This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.</p>

**Note**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signature of post holder:**

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**Date:**     /     /

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**Signature of Head Teacher:**

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**Date:**     /     /

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**Person Specification**  
**Data, Exams and ICT Support Officer**  
**Brownedge St Mary`s Catholic High School**

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary`s Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate`s ability to meet the criteria below.

Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) Interview (I) and References (R)

		E/D	A/I/R
<b>Faith Commitment</b>	Fully supportive of the catholic ethos of the school	E	A/I
<b>Qualifications</b>	Good level of literacy and numeracy	E	A
	GCSE Grade C minimum in English and Math`s (or equivalent)	E	A
	First Aid at Work Qualification or willingness to undertake training.	D	A/I
<b>Experience Skills and Knowledge</b>	Effective time management skills and the ability to be proactive and efficient.	E	A/I
	Ability to work to agreed quality levels and service standards	E	A
	Accurate and efficient word processing skills	E	A
	Good interpersonal skills and the ability to communicate effectively both orally and in writing	E	I
	Ability to assimilate information quickly	E	A/I
	Prior experience in Data Management, exams administration, or ICT support is desirable, ideally in an educational environment.	D	A
	Good understanding of safeguarding procedures in a school setting.	D	I
	Working knowledge of Sims and MIS systems	D	A/I
	Knowledge of data protection regulations (e.g. GDPR) and familiarity with basic examinations protocols.	D	I
	Excellent organisational skills	E	I
	Ability to work co-operatively and sensitively both independently and as part of a team.	E	A/I
	Committed to personal professional development and training	E	A/I
	At ease with Christian ethos of the school	E	I

<b>Personal Qualities</b>	Enthusiastic and motivated	E	I
	Ability to display a calm, tactful and responsible attitude.	E	I
	Flexible approach and the ability to adapt to change within the working environment.	E	I
	Ability to take instruction and to work on own initiative	E	A/I
<b>Commitments</b>	Commitment to safeguarding and promoting the welfare of children and young people.	E	I
	Willingness to undergo appropriate checks, including enhanced DBS checks.	E	I
<b>Other</b>	Commitment to equality, diversity and health and safety	E	A/I
	Good attendance record/commitment to regular attendance at work	E	R
	Commitment to safeguarding and protecting the welfare of children and young people	E	I
	<p>Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder.</p> <p>To participate in the school's appraisal scheme where appropriate.</p> <p>This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.</p>		
<b>Application Form and Supporting Statement</b>	The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post (maximum 2 sides A4, font size 12).		



## THE APPLICATION PROCESS

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

The letter of application should be

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to  
[recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (January 2020)**

*“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”*

*“Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens.”*

*“Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at.”*

*“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”*

*“Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live.”*

*“Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime.”*

*“Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils’ examination results are improving year on year.”*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

**KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*“The pastoral provision is exceptional”*

*“The school is extremely welcoming, and the sense of community is palpable”*

*“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”*

*“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's”*

*“Students are extremely respectful”*

*“Student leadership opportunities are varied and extensive”*

*“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring.”*