



ADCOTE SCHOOL

Candidate Brief for MIS Data, Admin and Exams Officer



Adcote School is a non-selective independent Boarding and Day School for Girls aged 6 to 18 that delivers strong academic results through highly personalised learning and pastoral care within a small, friendly school setting. The school aims to provide a supportive yet demanding learning environment and is renowned for building confidence through its nurturing environment.

Adcote was founded in 1907 by Amy Gough, moving to its current location in 1927. The school is housed in a Grade 1 listed building surrounded by 30 acres of Parkland. The school is located 6 miles north of the historic town of Shrewsbury, which has good road and rail links with Birmingham, Manchester and London. We welcome students from across Shropshire, with a small number coming from further afield. The school also has a number of international students, with 16 nationalities represented in school at the moment. Thus, the school has a vibrant and inclusive atmosphere. At present, there are 225 students on roll. The main points of entry are Years 3, 7 and 12, although girls can enter the school at other times throughout the year. 70% of students are day pupils with the remaining 30% being either full or weekly boarders.



Adcote has a family feeling, offering an education which is tailored to meet individual needs. We fosters a sense of self belief and encourage all girls to be confident.. Staff know the girls' well and this enables all talents and abilities to be recognised, encouraged and developed. Our girls feel secure and well supported in their learning.

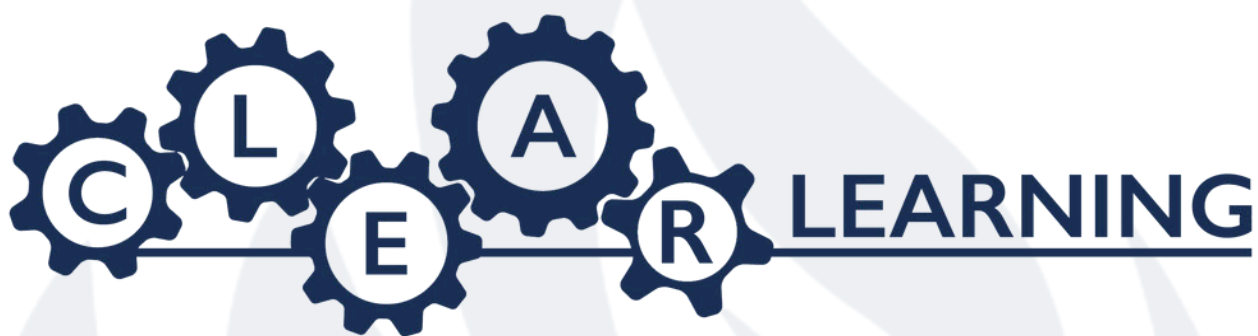
Examination outcomes are strong at both GCSE and A level. Value added statistics against national benchmarking data are impressive and in 2023 100% of our students were accepted by their university of choice. In 2023 we achieved 84% A* - A at A Level in at least one subject.

Our facilities include an air-conditioned sports hall where most sports are taught, tennis courts and beautiful large grass areas. We have two Boarding Houses: Norman, which takes boarders aged 7-15 and is housed in the main building, and Aston, a purpose built Year 11 and Sixth Form centre which has twin bedded, ensuite rooms.



We have a character-building programme called CLEAR Learning. The aim of the programme is to build five key traits in all our students, namely confidence, leadership, engagement, achievement and resilience.

The CLEAR Learning programme is central to our ethos and curriculum, its delivery being underpinned by termly whole school Challenge Days. It has been popular with both students and parents and has been a leading contributory factor to the school's recent growth in numbers.



PREP SCHOOL

Our Prep School provides the perfect foundation to nurture and develop young girls. Our emphasis on traditional values, means that our children are educated in a safe and homely environment where a passion for learning is born. Our younger students follow age appropriate activities to secure the core values of the CLEAR Learning programme and their progress in the key areas of confidence, leadership, engagement, achievement and resilience are explicitly reported in their written reports and at their parents' evenings so that parents have a clear understanding of how their daughters are developing as young people, not just how they are performing in their lessons.

Students who are most able are fully stretched, heard and academically challenged. Their love of learning and their curiosity are encouraged. Those children who need extra help will receive it in a kind and supportive manner, in an atmosphere of care and respect. From a young age, our girls are encouraged to overcome their fears and to "have a go". Our approach means that we have a strong reputation for uncovering hidden talents.

Our Prep School caters for girls from Year 2 to Year 6. The school is very much part of the main school, so our younger students have all the advantages of seeing truly positive role models in our older girls.



SENIOR SCHOOL

Our Senior School caters for students from Year 7 to Year 11 and takes girls through their critical GCSE years. The ethos of consideration and personal attention is carried on from our Prep School into our Senior School. As we know all our students really well, we can offer individual, tailored support regarding their learning and provide knowledgeable advice on career choices including guidance on A level subjects. Throughout their academic journey, we monitor our students closely, tracking their grades against their data, making sure that they are all fulfilling their potential, intervening when extra support is needed.

Small classes mean that our dedicated teachers are able to address girls' needs and friendly relationships mean that girls are not afraid to ask for advice if they need it. Additionally, the Senior School brings new opportunities for the girls to develop their skills and become the person they want to be. Combined Cadet Forces, Duke of Edinburgh, LAMDA, debating and Wayfarers all ensure that girls have the confidence and vision to succeed, as well as the organisational skills and resilience they will need to plan for success.

Our exemplary pastoral care, with sympathetic and understanding specialists, means that girls flourish and our strong Personal, Social and Health Education programme supports them as they make their way into adulthood. With growing maturity, we are able to make sure that they have a broad and sensitive understanding of the world they are entering once they leave the security of school. They develop a healthy sense of perspective that helps them in making crucial judgements. We encourage them to play a full and constructive role in society and they have a strong sense of civic duty. Thus, our students leave us as well-rounded, capable and well-qualified young women.



SIXTH FORM

The Sixth Form at Adcote provides the bridge between school and the outside world, whether that's university or employment. It is a time for girls to develop their interests and challenge themselves as young adults as they approach the next important stage of their lives.

Success at A level naturally forms a central focus of students' time in the Sixth Form.

The majority of our students choose to follow three linear A levels. A small number of girls will take four subjects at A level. We offer a broad and challenging array of different A level options, together with a small number of BTEC courses.

Our small size tutorial classes not only offer a taste of the teaching style at university but also mean that as in other areas of the school, personal attention is high. This becomes increasingly important as girls make their plans for their futures.

Almost all of our girls choose to go onto university but the application route can be tricky to navigate. However, our girls receive individualised UCAS & Careers support, including Oxbridge and USA Universities guidance and preparation. Our Personal Statement workshops are followed by one to one advice and support from experienced practitioners so that applications made by students are the very strongest they can be.

Sixth Form at Adcote brings other opportunities too.

Girls will also be offered the chance to complete the Extended Project Qualification, this offers girls the opportunity to complete studies on a topic that is of particular interest to them and is popular with universities as it can give them a valuable insight into the student's interest.

Our Sixth Formers play an important part in making our school the warm and inclusive school that it is. They are valued and cared for. This promotes excellent emotional well-being in them and this, together with their academic excellence, means that Adcote Graduates leave us as well educated and balanced young women who have all that they need to be happy in their futures.



There is a vibrant extra-curricular programme across the entire school which enriches all students' educational experience and enables them to try out new things, develop their talent, leadership skills, teamwork and resilience.

Adcote School is proud of its reputation of excellence in Art, Music and Drama, subjects which have truly thrived over the past years, and we are incredibly proud of the girls' achievements in all areas of performance.

We pride ourselves on producing polished and professional in-house performances and we always have fantastic responses from our audiences. Musical productions over the last few years such as "Grease" "Sister Act" and "Billy Elliot" have been ambitious and impressive.

Almost half the girls in school have individual instrumental or singing lessons and the girls enjoy string groups, a rock band, orchestra and informal concerts.

Adcote offers a wide range of activities including horse riding, music, dance, debating, stem club and many more. Many activities are connected to the CLEAR Learning programme and our staff deliver these activities with skill, passion and a knack for developing core skills. When girls reach 6th form they have the opportunity to learn how to drive - truly building skills for life.

Sport

For a small school, Adcote punches well above its weight in competitions and has a strong reputation for success at both a local and national level.

Gymnastics has an outstanding reputation at Adcote and is at the forefront of the school's sporting achievements, being national winners at the ISA gymnastics competition. Additionally, the school excels in athletics with success gained at regional and national events. We also have pupils who have displayed extreme talent and succeeded in national championships, meaning that they have been good enough to train with professional teams.

In addition to our competitive sport, we also cover a range of sports in PE lessons and activities, with a focus on learning skills but also allowing the girls to engage in sport for fun: dance, badminton, basketball, hockey, netball and volleyball are a few of the activities that are available.



Adcote is a full termly boarding school, with a happy mixture of British girls and International students. Our 'home from home' boarding houses welcome girls from age 7-18 and we offer full and weekly boarding in a safe, caring, friendly and disciplined environment in a school where privacy and independence are respected, and where the girls can enjoy companionship, fun and a lively programme of boarding activities.

The Head of Boarding and her team provide the care, comfort and support which are so important for the girls' wellbeing and success, nurturing and guiding the youngest boarder through to the maturity of the Sixth Form student. Many of the staff at Adcote have been boarders themselves so have a real understanding of boarding and can empathise with the girls.

At Adcote, the boarding team aims to create a homely environment where girls can relax. They will find constant help and support from them, and fellow boarders are invaluable in helping girls to succeed. True friendships and support systems are forged that often remain strong for the rest of their lives. We have a strong sense of both family and traditional values in the boarding house.

By encouraging self-discipline and a sense of responsibility, we seek to promote good self-esteem and assurance. In the Sixth Form, girls enjoy supervised independent living, encouraging them to mature and enabling them to move on at the end of Year 13 with confidence.

Depending on availability, girls are welcome to stay in the boarding house for occasional nights. Ad-hoc boarding arrangements respond to the occasional need for overnight stays, such as involvement in a school drama production, a birthday celebration, or for when parents need to be away from home for a particular reason.

We are accredited for the Forces Continuity of Education Allowance and are members of the Boarding Schools Association (BSA), Independent Schools Council (ISC), Independent Schools Association (ISA) and Girls' Schools Association (GSA).



ADCOTE SCHOOL

Job Description

POST: MIS Data, Admin and Exams Officer

RESPONSIBLE TO: Headteacher/Deputy Head

HOURS OF WORK: 37 hours a week between 8:30am to 5.30pm, 44 weeks of the year

SALARY: £20,000 to £25,000 dependent on experience

Are you a passionate individual, with a strong IT background and an interest in supporting girls to be the best they can be. Adcote School is a 7 – 18 school and part of the IQ Education Group. We invite applications from experienced administrators who share our vision for delivering World Class education.

PURPOSE OF JOB

To be responsible for the school's development and use of our Management Information System (ENGAGE) to support school improvement and data systems including responsibility for the planning and delivery of the school's exams ensuring that the school adheres to all regulations, in addition to supporting the administrative functions of the school office.

Data Management

To create, oversee and develop the use of data for the Senior Leadership Team and for teaching staff across all aspects of the school's activities.

Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance.

To work with the SLT to regularly review data systems, procedures and working practices.

To attend SLT and ELT meetings to present and further investigate data trends.

Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff.

To compile complex spreadsheets as required and to design ENGAGE reports.

Collate data from internal and external assessments, generating pupil target grades for individual student reports.

Distribution and interpretation of data reports e.g., progress data, behaviour

Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management.

To work with the SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for DfE reporting points.

To work with the School Finance Manager in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number.

To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools.

To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets.

Examinations

Ensure the effective organisation of sittings for all examinations, including booking of spaces, seating, resolving clashes and creating the annual timetable for administration of all examinations and tests. Make arrangements, with the Head of Learning Support, for students taking examinations that have requirements e.g., access arrangements or that are out of the ordinary

Ensure the effective administration of examination entries e.g., from ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards.

Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team and to organise the distribution of results to students

Ensure safe arrival, storage, delivery and logging of examination papers and other examination materials sent by the Examination Boards.

Plan and organise, in coordination with Deputy Head, the school revision cycle activities of masterclass and warm up sessions in preparation for national examinations.

Communication

Ensure relevant data and information is communicated to candidates, staff, and management.

Ensure effective communication to and from examination boards including:

- Entries of coursework and NEA marks
- Estimated grades
- Access arrangements liaise with SENCO Special considerations
- Dissemination of results and certificates
- Cash-ins and declines of grades
- Requests for enquiries about results
- Requests for return of scripts
- Details of syllabuses/training courses

JCQ Inspections

The Exams Officer should be available in the event of a JCQ inspection visit and provide the inspector with access to all exam facilities and documentation as requested. In the event of any recommendations for action the Exams Officer should liaise with any relevant staff to ensure that the recommendations are actioned promptly with notification sent to JCQ accordingly.

Exam results

- Attend school on external results days in August to download results and organise their distribution in order for the students to receive them, in person or by email. All results documents should have the school stamp and be scanned for each candidate. They should then be stored centrally on the R drive.
- Collate all exam results in a suitable format to enable prompt and accurate analysis to be calculated and given to the Headteacher.
- Process applications for post results services as requested by students and their parents. Gain parental agreement in advance due to the cost implications.
- Keep a detailed record of all applications to pass to the finance office for billing to parents or subject departments.

Invigilation

- Recruit, train and monitor internal invigilators for each examination sessions. The daily management of invigilators is the ultimate responsibility remains with the post holder
- Ensure smooth running of examinations
- Ensure invigilator timetable is produced, that invigilators are trained and that invigilators are supported.

General

- Liaise with managers and staff as necessary on matters regarding data and examinations
- Attendance at staff meetings and INSET activities where relevant
- Support the administrative duties that pertain to the successful operation of the school office
- Adhere to the school Equal Opportunities policy.
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team.

PERFORMANCE MANAGEMENT:

Participating in the School's arrangements for performance management, professional development and the School's arrangement for quality assurance and internal verification.

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.

	Essential	Desirable	Evidence
Qualifications	GCSE Maths and English Grade C or equivalent	Degree or equivalent	Application form Certificates
Knowledge		JCQ regulations KS2 to KS5 assessment systems GDPR regulations	Application form Interview References
Experience	Office skills/clerical and secretarial work High level of ICT skills and experience of all Microsoft Office Suite applications Coordinating and supervising staff Maintaining high standards by adhering to regulations and timescales Working quickly and accurately to deadlines	Exam invigilation Managing exams Working in a secondary school Use of school management information systems	Application form Interview References
Skills	Excellent written and oral communication IT literate – Excel and Word Ability to lead and work as part of a team	Basic First Aid	Application form Interview References
Qualities	Highly organised Self-motivated Ability to work under pressure and manage conflicting priorities, prioritise workload, maintain high standards, solve problems and meet deadlines Ability to relate to students in a pleasant and professional manner. Ability to communicate effectively with a range of people including staff, pupils, parents, visitors both written and verbally. A willingness to undertake further professional development and training. Satisfactory Enhanced DBS	Ability to recognise potential child safeguarding issues	Application form Interview References

Adcote School is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2023), it is the applicant's responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people). Furthermore, since 1st September 2022 Keeping Children Safe in Education requires us to conduct online searches.

Starting Date

Employment will begin on 1st September 2024

Application Process

Closing Date: 9am Wednesday 15th May 2024

Shortlist: Wednesday 15th May 2024

Interview: Tuesday 23rd May 2024

An application form for this post is available on the School website: [Job Vacancies | Day & Boarding School Shropshire | Adcote School For Girls \(Support Staff\)](#). It would be helpful if the letter in support of your application is no more than 2 sides of A4. Completed application forms should be returned to schoolsecretary@adcoteschool.co.uk by 9am on Wednesday 15th May 2024.

Please do not submit a CV.

All applications will be acknowledged by email. If you do not receive an acknowledgement that your application has been received within three working days, please contact the school by telephone (01939 260202).

The appointment is subject to satisfactory pre-employment checks in accordance with DfE guidance, satisfactory references (3), satisfactory clearance from the DBS and proof of identity and qualifications.



ADCOTE SCHOOL

01939 260202

@adcoteschool

www.adcoteschool.co.uk