APPLICATION PACK

DATA & EXAMS ASSISTANT

ST JAMES'S CHURCH OF ENGLAND HIGH SCHOOL



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

WELCOME



Dear Applicant,

I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1st of December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)
- Walmsley Church of England Primary School (3-11)
- St Margaret's Church of England Primary, Prestwich (3-11)
- Turton and Edgworth Church of England Methodist Primary (3-11)

At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carer and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an

attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby
Chief Executive Officer



WELCOME TO ST. JAMES'S CE HIGH SCHOOL

A WORD FROM EXECUTIVE HEADTEACHER CATHERINE ANDERSON



Thank you for your interest in our current vacancy here at St James's Church of England High School.

St James's High School is ambitious for every young person and we work to ensure young people grow to be ambitious for themselves. Our whole staff team work hard each day to ensure every student, no matter what their starting point, reaches their full potential. Our current vacancy gives you the opportunity to join us in this mission of working with young people to shape their futures. We really are in the business of changing lives!

Our relentless ambition doesn't stop with the students. If you choose to join our staff team, we will invest in you and give you the opportunity to grow and develop here.

Our church school ethos underpins our success. We have an exceptional pastoral system which supports every student. We also understand the importance of nurturing your staff team. I understand as headteacher that I have a responsibility to make the job both 'doable' and enjoyable. We describe ourselves as a family here at St James's, this means we work together harmoniously, we support each other and we approach our work with good spirits, optimism and good humour.

We were last visited by OFSTED in November 2022. Please read our glowing report (available on our school website) to give you a snapshot of our school. We were graded as 'good' with behaviour and attitudes; personal development as well as leadership and management at the school being described as 'outstanding'.

We are proud members of The Bishop Fraser Trust and by joining our school you are joining a wider family of schools who work together in the best interests of all the young people in our schools. You will find further information about our school and our Trust via our website.

Thank you in advance for your application. Unfortunately, we do not have the capacity to respond to every applicant. If you have not been contacted within 2 weeks of the closing date, please assume your application has been unsuccessful.

I wish you luck with your application.

Catherine Anderson (Executive Headteacher)

WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT – Touchbase opportunities as part of your working day.

At The Bishop Fraser Trust, we focus on growth and supporting your professional development. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.
Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.
Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive—without the stress of traditional appraisals!

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognizing and rewarding your hard work. That's why we offer automatic pay progression for all employees, including Teachers. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.
No Unnecessary Hassle – No need to request raises; they're built into your journey.
Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

Join us and build your future with confidence!

LEADERSHIP DEVELOPMENT OPPORTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our Leadership Professional Development Programmes are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.
Real Growth Opportunities – Clear pathways to leadership roles within the company.
Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you reach your full potential!

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of weaving equality, diversity and inclusion throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.
We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

Join us in shaping a brighter future for education, where everyone is valued and empowered to succeed!

WELLBEING AND SUPPORT

We understand the importance of taking care of our employees' wellbeing. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.
Refreshment and re-energisation – We offer generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways.

We recognise the importance of TBFT being a flexible workplace and are determined to be creative and to develop our approach further!





ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We proudly serve communities across South Lancashire and Greater Manchester. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector as we anticipate adding a further three schools over the course of our next strategic cycle. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM COMMUNITY HOPE DIGNITY

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels; Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

LIVING AND WORKING IN GREATER MANCHESTER/ SOUTH LANCASHIRE



Affordable cost of living: Compared to some of the larger cities, such as London, Greater Manchester offers a relatively affordable cost of living, with a wide range of housing options across its diverse towns and communities, supporting a strong quality of life.

Convenient transportation: Greater Manchester benefits from extensive transport links, including access to the M60, M61 and M62 motorway network, as well as regular rail services into Manchester city centre and across the wider UK. The region is also served by the Metrolink, one of the UK's largest tram networks, providing frequent and reliable connections across the city region.



Beautiful green spaces: Greater Manchester offers a wealth of high-quality parks, countryside and green spaces, including Heaton Park, Jumbles County Park, Rivington and Moses Gate County Park.

These areas provide opportunities to step away from urban life and enjoy walking, cycling, picnics and a range of outdoor activities. The surrounding moorland and nearby countryside are particularly notable, offering striking landscapes and easy access to nature across the region.

Cultural attractions: Greater Manchester has been a proud historical, reflected in its many museums, galleries, and heritage attractions. Highlights include Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, a well-known visitor attraction. The region offers a thriving cultural scene, from local venues such as Octagon Theatre to the extensive arts, music and performance programmes across Manchester, one of the UK's Leading cultural centres. Greater Manchester boasts a diverse range of restaurants, cafes, traditional pubs and leisure activities. The area hosts a dynamic Calander of events such as the Ironman Uk and the popular Bolton Food and Drink Festival, alongside numerous cultural community events across the region for a diverse community.





Academic institutions: Greater Manchester is home to a wide range of universities, colleges and further education institutions, supporting a strong pipeline of talent and skills development. The region includes institutions such as University of Bolton and Bury College. Alongside major universities including University of Manchester, Manchester Metropolitan University and University of Salford. These strong academic connections provide opportunities for collaboration, research, workforce development and access to emerging talent across a wide range of discipline

Job Title:	Data & Exams Assistant	**Department/ Group:**	Administration/Support Staff
Level/Salary Range:	Grade C SCP 5-6	**Reporting to:**	Exams & Data Manager
Contract term:	Permanent Term Time Plus 8 Days	**Hours per week:**	37 hours a week

Safer Recruitment Statement:

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Vision Statement:

"To allow all children to experience 'life in all its fullness' no matter what their starting point" by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

All staff employed by the Bishop Fraser Trust are required to:

- Uphold and promote the Trust's vision.
- Uphold and promote the Christian ethos of all schools within the Trust.
- Support and contribute to the achievement of all students academically and pastorally.
- Support and contribute to the Trust's responsibility for safeguarding all students.
- Undertake professional training to enhance personal development and job performance.
- Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect.
- Share best practice, expertise and skills with others.

Main Objectives of Role:

- Under the direction of the Data & Exams Manager support with the day-to-day organisation and administration of internal and external examinations. Ensuring the school is compliant with JCQ regulations and exam board requirements, to also support the results process from inputting, downloading and distribution to pupils.
- Support the Data & Exams Manager with pupil/assessment data management within the school.
- Support the Data & Exams Manager with the administration of our school to home communication platform (EduLink One) ensuring it is maintained and used effectively.
- Accurately input to databases and spreadsheets, maintain manual and computerised records and produce reports.
- Under the direction/instruction of senior staff undertake Reception duties and provide general administrative support to the school.

Job Description:

Main duties and responsibilities

Examinations

- Assist the Data & Exams Manager in the effective and efficient administration of internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process

- Support the Data & Exams Manager with the logistics for examination sessions, including timetabling, room booking, resources and staffing and ensuring key deadlines are met.
- Support the Data & Exams Manager with arrangements for the safe and secure receipt, checking and storing of examination papers and materials.
- Assist the Data & Exams Manager to ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, support the Data & Exams Manager and the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
- Under the direction of the Data & Exams Manager effectively use internal and external IT systems to submit awarding body registrations and entry data.
- Support the Data & Exams Manager with all aspects of administration leading up to GCSE results day and be present on the days the school is notified of results and results days (these dates change year on year)
- Carry out other necessary administrative tasks related to examinations.

Pupil Data, Admissions & Leavers

- Under the direction of the Data & Exams Manager maintain pupil information in the Arbor application software ensuring all aspects of pupil information including addresses, contacts, telephone numbers, SEND, FSM, PPG and medical information is correct and kept up to date.
- Support the Data & Exams Manager with the set-up and promotion of each academic year in Arbor.
- Support the Data & Exams Manager with assigning students to classes and updating student timetables throughout the academic year.
- Maintain Free School Meals and Pupil Premium Grant in Arbor and an effective excel spreadsheet.
- Maintain the school roll book weekly ensuring an accurate record is kept of student numbers and the movement of pupils in and out of school.
- Under the direction of the Data & Exams manager enter the personal details of new admission students into Arbor in an a
  accurate and timely manner ensuring a smooth transition into secondary school.
- Under the direction of the Data & Exams Manager add and remove pupils on roll including the download and import of common transfer files and liaising with previous or new schools regarding assessment information, start dates etc.
- Regularly check the LGfl portal for new Free School Meal applications and accurately update pupils' records on Arbor, ensuring information is recorded promptly and kept up to date.

Assessment Data and Reporting Administration

- Support the Data & Exams Manager with the assessment, recording and reporting arrangements at Key Stage 3 and 4 ensuring the efficient communication and collection of assessment and attainment data for all students in school.
- Support the Data & Exams Manager with the administration of each reporting cycle adhering to strict deadlines, which includes producing an accurate school assessment calendar and liaising with subject teachers and HoDs to ensure data entries are accurate and timely.
- Support the Data & Exams Manager in the maintenance and creation of reports and marksheets in Arbor and Excel.
- Support the Data & Exams Manager with the administration of the production of student performance and behaviour reports within Abor Assessment Manager at the end of each assessment reporting cycle as outlined in the assessment calendar.

EduLink One and Arbor

- Under the direction of the Data & Exams Manager, prepare and send invitation emails and guidance to parents on accessing and using EduLink and Arbor. Provide direct support to parents with app registration, troubleshooting and resolving any issues they encounter, ensuring they can successfully access and use the platforms.

- Assist the Data & Exams Manager in the general day to day administration of EduLink and Arbor and contact parents who are yet to register.
- Assist the Data & Exams Manager with the upload of student academic reports at the end of each assessment period and half termly student behaviour reports to Arbor.
- Assist senior staff with the upload of whole school letters/documents to EduLink / Arbor
- As directed by senior staff communicate messages / emails with parent/carers via EduLink / Arbor

General Administration

- Maintain and update the school calendar in Arbor
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Under the direction of the Data & Exams Manager compile and send the data / information required for any relevant Subject Access Requests / Freedom of Information Requests.
- As required by the Data & Exams Manager and the Office Manager, provide general administrative, clerical and secretarial support to include typing, filing and record keeping, thereby contributing to the efficiency of the school administrative team.
- Provide cover for the other members of the general office team in the event of short-term absence.
- Any other appropriate duties commensurate with the grade of the post which may be required from time to time.
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All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	October 2026

Person Specification – Data & Exams Assistant

Categories	Essential / Desirable
Professional values and practices of The Bishop Fraser Trust	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Personal Qualities	
Self-motivated and personally resilient.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Conscientious and diligent work ethic.	E
High standard of personal presentation with an excellent attendance and time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Professional Dispositions	
Willing to support the Christian Ethos of the school	E
Pro-active using initiative	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Willingness to work occasionally outside of normal hours to meet the needs of the school e.g. results day	E
Qualifications	
5 A*-C / 4 or above GCSEs including English & Maths	E
NVQ Level 2 in Business Administration or willingness to work towards this qualification	D
A Level /NVQ Level 3 in Business Administration	D
ECDL qualification	
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	D
Experience	
Working in a school/college or administrative environment	D
Working with confidential and/or sensitive materials	D
Experience of using a large MIS	D
Experience of working to deadlines and prioritising workload effectively for maximum productivity	D
Outstanding ICT and excellent administrative skills i.e. word processing, data bases, excel spreadsheets,	D

Categories	Essential / Desirable
e-communication	
Excellent personal numeracy and literacy skills	E
Excellent organisational skills, with the ability to assess and prioritise an extremely demanding workload with the ability to meet extremely tight deadlines and be flexible	E
Methodical with excellent attention to detail	E
Experience of exams administration	D
Experience of Assessment Data / Assessment Manager	D
High standard of communication (verbal and written)	E
Skills and Knowledge	
Polite and effective interpersonal skills	E
Able to form positive and supportive relationships with young people, promoting a positive ethos and being a role model	E
Ability to work independently and constructively as part of a team.	E
Ability to follow policies and procedures set	E
Ability to work flexibly and quickly under pressure	E
To build effective relationships with all levels of staff.	E
Willingness to work occasionally outside of normal hours to meet the needs of the school.	E
Able to work in a busy school environment and relate effectively with young people and adults	E
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	E
Working knowledge of relevant policies /practises and external regulations	D
Awareness of current issues in education	D
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E