

Data & Examinations Administrator

Salary - Band D - SCP 5-6 (£21,575 - £21,968 pro rata)

Term Time Only + 2 Weeks

Required from September 2023



Birkdale High School



Aspire - Thrive - Succeed

Southport
Learning
Trust



INFORMATION PACK - GENERAL INFORMATION.

Birkdale High School is a successful, oversubscribed 11- 16 all-boys High School. There are currently 890 pupils on roll. The school is situated in Southport and is very accessible from Liverpool, Preston and West Lancashire. We are proud to be part of the [Southport Learning Trust](#).

We are specialists in the education of boys and firmly believe that this gives us the opportunity to create a unique environment that will enable all our boys to develop their full potential both academically and personally, free from many of the gender based prejudices that so often put pressure on young men. In an all-boys setting, they can mature at their own pace, supported and challenged by staff who are experts in teaching boys, and surrounded by peers to whom they can closely relate.

We are proud of our academic achievements and the examinations success of our boys over the years. These achievements would not be possible without our talented and dedicated staff, who work tirelessly to engage and challenge each and every pupil, or without the hard work of the boys and the support of their parents and carers.

We also have a sporting record that is second to none amongst the local schools, whether on the track, the field or the court. We regularly top the local league tables and enjoy success at regional and national level too.

We are, however, most proud of our pupils themselves and the ethos they embody: Aspire, Thrive, Succeed. I hope that as you browse through this welcome pack you start to get an idea of the many different ways in which our pupils exemplify this motto: through our pupil leadership team, the school council, peer mentors, sports leaders, charity fundraisers and countless other examples.

We are a school for all boys, regardless of their backgrounds, abilities or interests. There are many different ways to be a boy and we value and celebrate every one of them, so we can help each pupil to succeed and become the young man they aspire to be.



Values and Ethos

Our vision is driven by the strong moral imperative that it is our mission to provide all our boys with a first class education, outstanding outcomes and better life chances. We seek to challenge stereotypes, we are ambitious for every boy we teach and we want to see a society that benefits from the contributions of our well-educated, well-rounded and empowered young men.

We believe that every child, regardless of their background, should be able to fulfil their academic potential and go on to thrive amongst the demands and expectations of life in modern Britain and beyond. The school's motto is **“Aspire – Thrive – Succeed”** and underpins its ethos and approach.

We aim to engage, support, stretch and challenge all boys by providing them with a range of exciting opportunities; a varied and purposeful curriculum and a strong set of core values, demanding of all its students the highest standards in all they undertake whilst supporting them in the fulfilment of their personal and academic potential.

We strive to be an inclusive school, an outward facing centre of academic, professional and personal achievement, prepared to lead, learn from and collaborate with all available partners in the pursuit of excellence for our pupils and staff.



Data and Examinations Team

The Data and Examinations Team is made up of an Assistant Head Teacher (Mrs Helen Duffy) in charge of pupil outcomes, a Data and Examinations Officer (Mrs Karen Williams) and a Data and Examinations Administrator (current vacancy). This team is responsible for all internal data collection to help the school monitor the progress of our pupils. This includes in-class assessments, reading test results and production of in-school analysis of current learners' progress data. The team is also responsible for the facilitation of all external examinations including GCSEs. This involves strict adherences to all JCQ guidelines at the same time as organising a large team of invigilators to ensure that exams run smoothly and that all access arrangements for pupils with additional needs are catered for accordingly.

We are looking for someone who is highly organised and efficient, capable of working on their own initiative, and has a good sense of humour, all of which are necessary to be successful in this warm and friendly team.

Please see the full job description and person specification for more detail.



Summary

Role	Data & Examinations Administrator
Reporting to	Mrs Karen Williams (Data & Examinations Officer)
Start Date	October 2023
Salary Grade	Term Time + 2 Weeks Band D - SCP 5-6 (£21,575 - £21,968 pro rata)
Tour or discussion details	To arrange a tour or have a chat to Mrs Williams please email kanslow@birkdalehigh.co.uk
Deadline for applications	Friday 13th October 2023 (10am)
Interview Dates	Week beginning 16th October 2023
Type of School	Single Academy
Age Range	11-16 (All boys)
Location	Southport, Sefton
Number of pupils	940

It was a pleasure to be shown around your high school today. We were very impressed firstly by Mr Bourgade taking the time to show us around and making our son feel so welcomed and calm. The school has a wonderful calm and caring feel and we were so happy with the subjects on offer, the hub, staffing and how well the school has adjusted during covid. It was a big step bringing our son today and he came away so happy about Birkdale High and not at all anxious. He skipped into primary telling his teacher all about his amazing time at Birkdale High.

A parent of a y6 pupil

