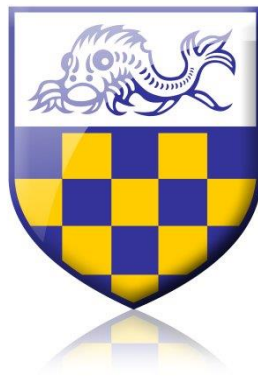


**Longhill High School
Rottingdean
Brighton**



Information Pack 2024

Data Analysis and Exams Apprentice



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

May 2024

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement and they receive and feel that it is helping them improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision-making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Mrs R Otulakowski
Headteacher

Headteacher: Rachele Otulakowski
Email: admin@longhill.org.uk
Website: www.longhill.org.uk

JOB DESCRIPTION

Job Title:	Data Analysis & Exams Apprentice
Reports To:	School Data and Exams manager
Department:	Children, Families & Schools
Section:	Schools

1. Purpose of the job

The role of a Data Analyst & Exams Apprentice will be to learn to collect, organise and study data to provide the school with business insight. The apprentice will be involved with managing, cleansing, abstracting and aggregating data, and conducting a range of analytical studies on that data. They will work across a variety of projects, providing technical data solutions. The apprentice will learn to document and report the results of data analysis activities making recommendations to improve school performance. In addition to data analysis the apprentice will support the Exams and Data manager to deliver an exam service to the school departments, pupils and parents.

2. Principle Accountabilities

Organisation/Administration/Resources

- Support the Exams and Data Manager in planning, development, design, organisation and monitoring of support systems/procedures and policies
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Learn to provide detailed analysis and evaluation of data and produce reports / information as required
- Helping to provide advice and guidance to staff and others on data issues
- Undertake research and obtain information to inform decisions

Relating to School Data Management

- Under the supervision of the Exams and Data Manager learn to carry out the termly school Census
- Under the supervision of the Exams and Data Manager learn to input and analysis performance data including exam analysis and internal assessments
- Liaising with Heads of Departments on data analysis
- Under the supervision of the Exams and Data Manager learn to produce Management of reports
- To support the with results analysis relating to GCSE and other external examinations as well as mock exams and reports.

Learn to undertake the following in line with school procedures and under the supervision of the Exams and Data Manager

- identify, collect and migrate data to/from a range of internal and external systems
- manipulate and link different data sets as required
- interpret and apply the organisations data and information security standards, policies and procedures to data management activities
- collect and compile data from different sources
- perform database queries across multiple tables to extract data for analysis
- perform routine statistical analyses and ad-hoc queries
- use a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data
- assist production of performance dashboards and reports
- assist with data quality checking and cleansing
- apply the tools and techniques for data analysis, data visualisation and presentation
- assist with the production of a range of ad-hoc and standard data analysis reports

Relating to Examinations Management

- Under the supervision of the Exams and Data Manager learn to liaise with exam boards in order to ensure that correct entries are made for all public, vocational and internal examinations. Supporting the manager to prepare and collate the required entry information on behalf of students and parents, processing any necessary alterations and deal with queries from teachers, students and parents.
- To support the Exam and Data Manager to co-ordinate examination rooms, preparing attendance sheets and seating plans according to exam board policy. Support the manager to receive and store examination papers in a secure area to maintain confidentiality and to check, package and post completed exam papers and coursework in accordance with exam board policy.
- To assist with the recruitment and training of examination invigilators and to co-ordinate invigilation timetables to ensure the correct ratio of invigilators, arranging or acting as emergency cover when necessary.
- To support the Exam and Data Manager to respond to queries following exams and ensure that students wishing to appeal are supplied with the necessary paperwork. To assist the Exams and Data Manager with sending off completed paperwork or making online requests for appeals via the exam board's secure site.
- To support the Exams and Data Manager on GCSE results day (August), with distributing results and other documentation and collating certificates for issue by post.
- Learn to support the School Exam and Data Manager to download examination results into SIMS and provide result analysis and reports for the Deputy Headteacher relating to all internal and external examinations.

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos / work / aims of the school
- To establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils
- To attend and participate in regular meetings
- To participate in training and other learning activities as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Data Analysis Apprentice

CRITERIA	ESSENTIAL CRITERIA
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• Five GCSEs and/or A levels; a Level 3 Apprenticeship; other relevant qualifications and experience. The interview process will include an aptitude test with a focus on functional mathematics.
Experience	<ul style="list-style-type: none">• Experience in a similar role would be advantageous
Skills & Abilities	<ul style="list-style-type: none">• Logical and creative thinking skills• Analytical and problem solving skills• Ability to work independently and to take responsibility• Can use own initiative• A thorough and organised approach• Ability to work with a range of internal and external people• Ability to communicate effectively in a variety of situations• Maintain productive, professional and secure working environment• Able to maintain confidentiality• Able to work accurately and with attention to detail• Learn to manage own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents
Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

The Data Analysis and Exams Apprentice

You will report directly to the Data, Exams and Parent Portal Manager who is managed by the school's Deputy Head responsible for Data and Exams.

You will be expected to work 39 weeks per year i.e. Term time only plus two weeks during the summer holiday to help collate the exam results data.

The vacancy is for a full time post 37 hours a week term time only.

8.00 a.m. to 4.45 p.m. with a 20 minute paid break less 45-minute lunch break Monday (8 Hours)

8.00 a.m. to 4.00 p.m. with a 20 minute paid break less 45-minute lunch break Tuesday to Friday (7 1/4 hours)

The apprenticeship post is a fixed term contract for 2 years.

The post will commence in September 2024.

The apprentice is required to have 20% of their time as study time an element of which will be day release (24 weeks a year).

Salary

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

Annual Full Time salary x paid weeks per year (47.36)/ 52 weeks x actual hours worked (37)/full time hours 37.

Therefore, the starting salary for this post is in the range of

$$\mathbf{\pounds 22,071 \times 47.36/52 \times 37/37 = \pounds 20,101}$$

Data & Exams Apprentice work for 39 weeks per year (term-time only including INSET days) plus 2 weeks which equates to 47.36 weeks per year as it incorporates holiday pay.

After the first year is completed the National Living Wage for their age must apply.

The Data Analyst apprenticeship is a level 4 and is delivered by Chichester College Group who is responsible for supporting you with your learning and carrying out assessments. You will receive additional support from a nominated mentor (line manager), throughout the duration of the Apprenticeship.

Apprentices without evidence of level 2 English and Maths will need to achieve this level prior to completing training and you may be required to take an English and Maths assessment prior to a formal offer being made.

Branching Questions

Branching questions are central to your application. On the application form instead of the candidates writing supportive statements on how you meet the essential criteria outlined in the person specification you should answer the branching questions.

The school will shortlist for the role based on responses to these questions in addition to further information candidates provide in their employment and educational history.

Branching questions for: Apprentice IT Technician

Question 1:	Please can you give an example of a time when you have helped to produce timely and accurate data? How would you go about managing your time?
Question 2:	Please can you give an example of a time when you have helped provide administrative support to colleagues or customers?
Question 3:	Can you give an example when you have had to provide advice and guidance to colleagues or customers?
Question 4:	Please can you give an example of a time when you had to produce a report to influence people?
Question 5:	Can you give an example of a time when you have had to communicate accurate and timely information to managers and staff and how did you do this?
Question 6:	Tell us something about your interpersonal skills, and tell us about a situation where you have them effectively to achieve a positive outcome?
Question 7:	What do you understand by a customer focus service and how do you think this will apply to this job?

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.