

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>EXAMS &amp; DATA OFFICER</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Leader</b>
<b>GRADE:</b>	<b>Band 8 (SCP 19 to 23)</b>
<b>WORKING WEEKS:</b>	Term time 48 weeks (including PD days plus 1 week to be worked when examination results are received in late August)
<b>PURPOSE OF POST:</b>	<p>To ensure that all exams are effectively planned, organised and managed to meet the needs of the schools and to comply with examination board regulations.</p> <p>To assist with the recording, reporting and analysing of assessment data across the school.</p>

### Main duties/responsibilities

1. Responsibility for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school data.
2. Liaise with HODs in finalising student entries, ensuring timely return of disseminated paperwork.
3. Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams.
4. Responsible for all internal and external examinations, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary.
5. Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines.
6. Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations.
7. Check, pack and arrange the despatch of all external examination papers by relevant authorised means.
8. Ensure exams are conducted to the standards required by the JCQ
9. Be responsible for the daily running of public examinations including seating plans, candidate numbers and also organising all requirement of any practical exams.
10. Ensure rooms for external exams are appropriate for students.
11. Collaborate with the SEN department in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented.

12. Monitor exam attendance and take appropriate action in liaison with pastoral support / Senior Leadership Team
13. Arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students
14. To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season.
15. To ensure release of exam results, deal with queries and requests for re-marks.
16. To manage the distribution of exam certificates.
17. To analyse and provide exam data as required.
18. To liaise with the Finance department/Assistant Head as required for entries and re-marks.
19. To work with the Assistant Head to prepare and review the Exam and Non-examined Assessment (NEA) policies according to the school policy schedule.

### **Data Management**

20. To be responsible for the MIS system ensuring accurate data is unputted and reviewed in line with the GDPR expectations.
21. To produce the required data, including reviewing pupil progress, progress of specific groups and examination results to enable staff to analyse.
22. To ensure all data tracking systems and mechanisms for tracking specific groups of pupils are relevant, accurate, up to date and maintained (including FfT aspire, SIMS, Excel (including KS2 data transfer files) and SMID etc.).
23. To oversee the physical production and distribution of pupil reports including undertaking quality checks.
24. To work with the Assistant Head to explore data innovation and improvement to data processes, taking responsibility to implement these where possible.
25. To update pupil records in relation to examination results and to assist in the distribution of examination results and certificates.
26. To keep up-to-date with changes in the school accountability measures.

### **General duties**

27. To respect confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
28. To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility.
29. To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety.

30. To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils.
31. To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations.
32. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
33. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
34. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
35. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
36. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
37. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
38. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: November 2024

## PERSON SPECIFICATION EXAMS & DATA OFFICER

### Key

- AF** Application form including personal statement  
**S** Selection Process including interview  
**R** Employment References  
**C** Certificates  
**D** Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	<b>Qualifications &amp; Education</b>		
1	Relevant qualification at Level 3 or above e.g. business administration, exams administration, data management, etc.	E	AF,C
2	At least Level 2 numeracy and literacy qualifications	E	AF,C
	<b>Experience &amp; Knowledge</b>		
3	At least two years' experience working in a role(s) involving the maintenance and analysis of data	E	AF,C
4	Knowledge of examination regulations and processes	E	AF,R,I
5	Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets	E	AF,R,I
6	Knowledge of GDPR requirements and understanding of confidentiality	E	AF
7	Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets	D	AF,R,I
8	Experience of co-ordinating and directing other staff	D	AF,R,I
9	Previous experience of using Abor	D	AF,R,I
	<b>Skills</b>		
10	Excellent attention to detail and ability to work with a high level of accuracy	E	AF,R,I
11	Ability to manage pupil behaviour effectively within an examination room	E	AF,R,I

	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
12	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	E	AF,R,I
13	Ability to work successfully as part of a team and prioritise own work with minimum supervision	E	AF,R,I
14	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports and the ability to negotiate and persuade others	E	AF,R,I
15	Ability to work under pressure to tight deadlines on a number of different projects	E	AF,R,I
16	IT Literate, capable of using MS Word / Excel and office packages	E	AF,R,I
	<b>Personal Attributes</b>		
17	Ability to deliver effective staff training around examinations	E	AF,R,I
18	Flexible attitude and willingness to adjust working arrangements on occasion	E	AF,R,I
	<b>Special Requirements</b>		
19	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
20	Suitability to work with children/young people	E	D
21	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

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