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Examination and Data Support Officer

Salary: Scale P02
36 Hours x 52 Weeks per Annum

Responsible to: Headteacher

Line Manager: Assistant Head (Progression)

Objectives:

To be responsible for the efficient and effective management and administration of all aspects of public and internal examinations.

To lead and manage a team of examination invigilators.

To be responsible for overseeing and maintaining the school's use of strategic and operational data, and its systems within school and for providing accurate information to support Senior Leaders in raising standards of performance in school.

The post demands a very high level of understanding of examination and data management and their complexities. Precision and accuracy are integral to the work as are the ability to make decisions and exercise use of own initiative. The postholder will be required to work additional hours, as necessary, outside of core hours eg during examination periods.

Main Duties:

Examinations at KS3, KS4 and KS5:

- Efficiently and effectively manage all aspects of the administration and entry of public and mock examinations at all levels including GCSE, Advanced level and vocational courses for all candidates
- Ensure that Curriculum Team Leaders and Heads of Department are aware of their key responsibilities in relation to examinations, providing guidance and support when necessary
- Act as the main point of contact for Examination Boards
- Collect and distribute information from the Examinations Boards to Heads of Department, as appropriate
- Collect information from subject staff on syllabus choice, levels of student entry etc
- Keep staff informed of changes to specifications, training events and deadlines and have an awareness of post-16 learning aims
- Collect estimated entries and confirm final entries
- Input data, including examination entries, onto the school's computerised central management information system (current CM IS)
- Co-ordinate examination dates with the school calendar and ensure that the Site Team and other appropriate colleagues are notified
- Administer and manage, with teaching colleagues, the mock examinations
- Prepare and distribute guidelines to staff and students on the organisation and conduct of examinations
- Administer and manage all public examinations
- Organise and timetable all invigilation for examinations liaising with the Cover Manager and appropriate supply agencies dealing with invigilators, as necessary
- Recruit, train and manage external invigilators to be used for public examinations

- Manage the examinations budget to ensure maximum efficiency, in terms of student outcomes and provide information to the School Business Manager to enable the projected cost of examinations to be determined
- Administer all special consideration forms across all curriculum areas liaising with parents, Heads of Departments, tutors and other appropriate persons
- Responsible for all aspects of access arrangements for students ie rooming, laptops, printing of examination scripts etc
- Make arrangements for students with examination 'clashes' in line with Examination Board regulations
- Responsible for the safe storage of all examination papers and scripts
- Liaise with the appropriate staff regarding rooming, furniture and other requirements for examinations and prepare those areas for examination purposes, in line with Examination Board regulations
- Responsible for the organisation of examination papers and materials
- Responsible for checking and collating completed examination papers against attendance registers and for tracing and recovering any missing papers
- Responsible for the postage of completed examination papers, in accordance with Examination Board regulations
- Responsible for the receipt and circulation of examination results
- Undertake analysis of examination results as directed
- Responsible for the invoicing, follow up and collection of substantial amounts of examination fees from pupils and receipting of same, in respect of enquiries on results and examination re-sits
- Advise students on completion of enquiries on results application forms and notify them of deadlines etc
- Keep up-to-date with current training issues and provide initial access, training and support to colleagues, as required, in understanding and using the system
- Attend meetings with colleagues and others, as necessary, to ensure uniformity and the comprehensive implementation and provision of the examinations system across the school
- Undertake any other duties consistent with the basic objectives and/or duties of the examinations process
- Attend assemblies to provide information regarding mock and public examinations
- Manage and administer the schools admissions tests for sixth form students
- Line manage deputy exams officer
- Collate and ensure distributions of exams certificates
- Ensure all exam related inspections are carried out successfully, including JCQ and Btec inspections
- Act as a main point of contact to all students and parent/carers for exam related queries
- Co-ordinate mock examination timetables by liaising with Heads of departments and upload onto the school management system to facilitate mock examinations.
- Organise all room changes for lessons taking place in classrooms when used for exams.

Data Support:

- Responsible for the creation, maintenance and use of assessment, strategic, student and other data in school

- Responsible for checking and maintaining data integrity for use by staff, parents etc.
- Responsible for checking the completion of assessments by staff
- Create and prepare complex strategic and operational data for analysis by various management groups within the school
- Monitor and maintain the school report system producing bespoke, standard and other reports, as required
- Devise and implement procedures to meet the organisational, technical and strategic demands of the school, as required
- Effectively monitor and manage data activity ensuring the appropriate security access and security of the system data and liaise with the ICT Network Manager, and other relevant persons, as necessary
- Import data and provide detailed analysis of same, produce reports/information undertaking appropriate interrogation and report generation
- Develop a suite of reporting tools that is flexible and simple to use so that colleagues can run appropriate reports, as required
- Monitor the quality and completeness of data input into the school's information systems and propose effective action to remedy problems
- Be proactive in developing and communicating strategic and administrative developments within this area of work liaising, as appropriate, with all relevant persons
- Liaise with all relevant outside agencies, other schools and educational establishments, as necessary
- Respond to education developments, both strategic and operational, that have implications on data management
- Work closely and collaboratively with the CMIS Manager to ensure flexibility and an efficient whole school approach to the school's management information system and data management, including knowledge building, sharing and development

Other Duties:

- Undertake the role of co-tutor in line with whole school expectation
- Recognise and respect the need for absolute confidentiality in relation to work content
- Ensure health and safety procedures are implemented in all areas of work responsibility
- Implement the Governing Body's equal opportunities policy in all aspects of the work and duties associated with this post
- Support the school's commitment to safeguarding and promoting the welfare of children in school
- Be familiar with and ensure compliance with all current legislative requirements ie data protection, copyright and computer misuse etc and advise staff, as appropriate
- Undertake training and development relevant to the post and in line with the school's developing profile
- Participate in reciprocal skill transfer as part of the on-going development of a flexible team
- Perform any other duties necessary to aid the growth and development of the post
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time
- Support the Headteacher and Senior Team in endeavours to raise the school standards and profile
- Promote the image of the school at all times
- Undertake any reasonable request commensurate the grading of the post, deemed necessary by the Headteacher to support the school

This job description should not be viewed as a prescriptive document but as an outline of the duties of the post. The job description is subject to review and change after consultation and agreement with the post holder.

November 2017

