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**Data and Examinations Officer**

**An exciting opportunity has arisen for a dedicated Data and Examinations Officer to join our successful Academy**

Bolingbroke Academy, a secondary school for 11-18 year olds, welcomed its first Year 7 pupils in September 2012, with another 120 pupils joining every year until the school is fully subscribed in 2018. Bolingbroke Academy provides a first class learning environment based on outstanding teaching, great relationships and excellent facilities. Our staff are pivotal to our success and as part of the Bolingbroke and wider Ark schools team, you will have the opportunity to work with great colleagues and develop your career through our professional development programme.

This is an exciting opportunity to work in our successful Academy and to join our dedicated team of staff. We are looking for an experienced and enthusiastic **Data and Examinations Officer** with a strong administrative background (ideally within the educational sphere) to maintain and analyse data and to efficiently track and monitor our pupils’ progress through reports and exams. Working as part of a small team, but interacting with a wide range of Academy stakeholders, you will be responsible for the administration and organisation of external and internal examinations, ensuring staff, pupils and their parents have all relevant examinations information.

**The ideal candidate will:**

* have experience and knowledge of data management within a secondary school setting;
* have excellent IT skills including the use of data management software, such as CMIS and advanced Excel skills;
* have excellent analytical skills;
* possess excellent communication skills, with the ability to communicate at all levels;
* have excellent organisational skills with the ability to multitask and work to tight deadlines;
* be able to demonstrate initiative, often resolving problems intuitively and proactively;
* have experience of preparing and managing public examinations in an educational setting;
* be committed to Bolingbroke Academy’s ethos of high expectations.

**The successful candidate will have the opportunity to:**

* join a network of Ark schools and gain access to an exclusive range of benefits including reduced gym membership and a comprehensive CPD provision.

Please apply at <https://goo.gl/JYHnUw> and submit your application no later than **11am** on **Tuesday 31st October 2017.**

For further information please contact the recruitment team on [recruitment@arkonline.org](mailto:recruitment@arkonline.org) or 0203 116 6345.

**Deadline: 11am on Tuesday 31st October 2017**

**Location:** Wandsworth, London

**Start date:** November 2017

**Salary:** Ark Support Staff Pay Scale (Inner London), Band 8, Points 27 - 34: £27,927 - £33,963 per annum.

**Hours:** Full time (37.5 hours per week), term time only plus five weeks.

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Data and Examinations Officer**

* **Reporting to:** Office Manager
* **Start date:** November 2017
* **Salary:** Ark Support Staff Pay Scale (Inner London), Band 8, Points 27 - 34: £27,927 - £33,963 per annum
* **Hours:** 37.5 hours per week (term time), plus 176.9 reserved hours to be worked as specified by LM and/or Principal

**The Role**

To update and maintain the Academy’s data management systems and to prepare accurate and timely data reports for the Academy’s stakeholders.

To be responsible for the administration and organisation of all aspects of external and internal examinations.

**Key Responsibilities**

**Data:**

* To ensure all required pupil information is gathered and entered into the relevant systems including, but not limited to, attendance, assessment records, admissions and leavers, pupil progress, targets, exam results, and timetables.
* To take responsibility for all areas of data input, output and integrity within the Academy’s management information system, CMIS.
* To produce and communicate clear, accurate, appropriate and timely data and reports to meet the needs of the Academy.
* To provide reports and data sheets as requested for the DfE, LA, Governing Body, Principal, Core Team, staff, students, parents and other Government agencies.
* To produce pupil and staff timetables as required, including timetables for any mid-year recruitment.
* To manage CTF and incoming data on students.
* To identify and investigate missing data and anomalies.
* To ensure that the Academy is maximising the use of its data systems to support the day to day running of the Academy.
* To ensure that key lists, such as Pupil Premium and Free School Meals lists, are accurate and available as required.
* To assist with the Academy’s annual pupil reporting procedures by ensuring that regular and timely academic data is available for pupil feedback.
* To assist members of staff in producing statistical data from CMIS.
* To assist in the exclusions procedure, liaising with all relevant parties to ensure that any required information is collected and prepared in preparation for formal proceedings.
* To ensure that CMIS communicates with all linked portals, such as CCR and eportal.
* To implement ad hoc projects as required.
* To continuously seek to develop understanding and working knowledge of CMIS and all other data management systems adopted by the Academy.
* To attend Ark Network Meetings for Data Managers across the network.

**Examinations:**

* To arrange exams accommodation, create exam and invigilation timetables, prepare seating plans, resolve any clashes that arise and make appropriate provisions for pupils.
* To manage exam rooms, signage and exam environments.
* To coordinate and submit accurate entries in line with procedures, regulations and deadlines.
* To disseminate information about examinations to staff, pupils and parents, and to respond to any complaints, queries or feedback that may arise.
* To distribute and disseminate any communication from exam boards.
* To thoroughly check all exam papers and materials upon receipt, notifying exam boards of any errors.
* To ensure the strict security of examination papers.
* To assist in the administration, applications and management for Special Arrangements and Special Considerations.
* To brief pupils on examination procedures and conduct and to produce guidelines for staff and pupils.
* To organise the completion of accurate examination registers.
* To ensure that all coursework, controlled assessments and relevant forms are sent off according to deadlines.
* To oversee moderator visits.
* To be present on results days to assist in the distribution of results and production of statistics.
* To oversee the checking and distribution of exam certificates.
* To deal with queries related to appeals, reviews of marking and other exam related issues.
* To regularly review internal and external exam procedures.
* To assist in the invigilation requirements for exams, including the supervision, training and allocation of new and existing invigilation staff.
* To ensure knowledge of the necessary policies, procedures, rules and regulation laid down by JCQ and the exam bodies is up to date and adhered to.

**Other**

* To undertake training and development relevant to the post and in line with the Academy’s priorities.
* To undertake any other professional duties as set down in the Ark Schools’ Pay and Conditions of Service document and as directed by the Principal and/or Line Manager.
* To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
* To demonstrate a commitment to equality of opportunity for all members of the Academy’s community.
* To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
* To uphold the Academy’s polices with consistency and diligence, including the Academy’s Safeguarding, Health and Safety, and Equality and Diversity Policies.

**Person Specification: Data and Examinations Officer**

**Qualification Criteria**

* Qualified to work in the UK
* Qualified to degree level or equivalent (desirable)
* IT qualification (desirable)

**Experience**

* Experience of school data systems (desirable)
* Experience of working in a similar role in a secondary school environment (desirable)
* Experience of working with CIMS and/or Scheduler (desirable)

**Personal Characteristics**

* Genuine passion and belief in the potential of every pupil.
* Helpful, calm and positive nature with the ability to stay calm under pressure.
* Flexible and committed with a ‘can do’ attitude.
* Understanding of the importance of confidentiality and discretion.
* Resilient with the ability to take ownership of tasks.
* Efficient with a strong attention to detail.

**Specific Skill**

* Excellent IT skills, included advanced expertise in Microsoft Excel and Microsoft Access.
* Strong administrative and organisational skills.
* Excellent written and oral communication skills.

**Other**

* Committed to equality of opportunity and the safeguarding and welfare of all pupils.
* Willingness to undertake training.
* This post is subject to an enhanced Disclosure and Barring Service check.