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|  | Loxford School TrustJOB DESCRIPTION |  |
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**Data/ SIMS Administrator and Examinations Officer**

JOB TITLE: Data/ SIMS Administrator and Examinations Officer

REPORTING TO: Deputy Headteachers (Assessment, Recording and Reporting), Data Manager, Deputy Headteacher (Examinations) and ultimately the Headteacher

**MAIN PURPOSE OF THE JOB**

The Data/ SIMS Administrator and Examinations Officer: under the line management of the Deputy Headteacher (Assessment, Recording and Reporting), has a vitalrole to play in providing data-related services to directly support student teaching, learning andachievement. The Data Team’s remit has developed from merely collecting and processing data tointerpreting it - providing valuable information to various clients, both within school andexternally, (whilst adhering to the Data Protection and Freedom of Information Acts).

The post holder is also responsible for all aspects of examinations administration – preparation, organisation and supervision of all public examinations in accordance with the regulations laid down by the Awarding Bodies and application of those same standards to SATS and mock examinations. The smooth running of public examinations is vital to the candidates and the centre as a whole to ensure that candidates are given the opportunity and environment to fully demonstrate their abilities

**ROLE**

Working within the Data Team to provide comprehensive data-related services, including up-dating information management systems, creating student reports and undertaking detailed results

analysis/management reporting. Excellent communication skills are required for this post as you

need to work well as a flexible, co-operative team member and provide a coherent service to meet

the needs of both the school and its external clients.

The collection, data entry and analysis of the variety of statistical information required across the School.

To maintain and input assessment data on the schools management systems and analyse the data and inform the appropriate members of the senior management team.

**ROLES AND REPONSIBILITIES**

1 To assist the Deputy Headteacher (Assessment, Recording and Reporting) and Data Manager:

* establish, maintain and develop efficient and effective school data processes and systems.
* running each academic and pastoral reporting session – from setting up a mechanism for data collection, through to printing and distributing the reports to go home and associated analysis.
* with the analysis of Internal Exams and Key Stage Results.
* with the analysis of actual student examination results (all qualifications).

2 To undertake specific, advanced data analysis for various interested parties; to include:

* Vulnerable group progress tracking;
* School-focussed Progress tracking analysis (conditional formatting);
* Exams Residual Analysis

(This is not a definitive list)

3 To undertake *ad hoc* analysis/reporting as required, this might involve consultation with

interested parties and using analytical thinking to resolve problems.

4 To assist with SIMS database tasks;

Tasks to include:

* new student admissions,
* new/amended student timetables,
* changing students records (eg. parental contacts, address, medical info, etc.)
* uploading and downloading of Common Transfer Files (CTFs).
* assist in the completion, reconciliation and submission of the School Censuses

5 To carry out other similar duties as required and as are commensurate with the grade of the

post.

6Administration:

* To ensure and maintain all administrative and organisational aspects of the examination and assessment system, to include exam season preparation, data collection for registration and entry, checking and processing, liaison with course leaders, estimated grades collection and submission, coursework mark collection and submission, subsequent parcelling and despatch of coursework, plus general tasks such as photocopying and filing.
* Entry documentation and timetable issue to candidates
* Identification and resolution of exam clashes
* Results processing and issue to candidates
* Results lists and associated documentation to staff
* Coordination of application for and processing of access arrangements/ special consideration/ enquiries into results/ publications orders and management of exams budget
* Checking of receipt and secure storage of confidential materials
* Maintaining day-to-day contact with the Awarding Bodies
* Drawing up exam timetables (including for SATS and internal examinations)
* Management of the post-results services available
* Management of malpractice procedures should the need arise
* Appropriate circulation of incoming information, logging important communications and generally ensuring an efficient office environment.
* Management of assessment and target setting data of all students.
* Analysis of data alongside Deputy Headteacher.

7Organisation:

* Undertaking all work involved in exam entries: making the internal arrangements in the school for rooming (in liaison with the cover administrator and Premises Management) and invigilation (including for mocks), processing and recording results
* Liaison with Learning Support to provide for students with special access arrangements
* Setting up of exam rooms with candidate cards, oversight of start, paper change-over’s and end of exams, despatch of scripts
* General oversight, preparatory organisation, scheduling and invigilation of mock examinations
* Preparation and organisation, rooming and invigilation of SATs and subject module tests and all other public examinations.
* Invigilation of examinations where necessary
* Recruitment, training and management of an invigilation team
* Brief pupils via attendance at selected assemblies on examination procedures, appropriate conduct.

Skills, Abilities and Personal Qualities:

* Methodical, well organised, meticulous, able to prioritise and cope with a high level of responsibility
* Capable of forward planning
* Ability to work calmly under pressure, and to tight deadlines with effective time-management skills
* Able to make decisions, use own initiative, be pro-active
* Good interpersonal/negotiating skills, able to communicate effectively with a range of staff and students
* Able to manage teams of people
* Ability to work accurately with particular attention to detail
* Understanding of the need for confidentiality, data accuracy and security
* Computer literacy; Experience of Word and Excel essential and Sims desirable
* Good record of attendance and punctuality
* Calm, flexible, dependable, reliable with a sense of humour

The holder of the post reports to a senior member of the teaching staff, but in practice the role is largely autonomous

**Conditions of Service and Hours of Work.**

Reporting to the Deputy Headteacher (Assessment, Recording and Reporting), Data Manager and ultimately the Headteacher, the postholder is expected to work flexibly, broadly equivalent to a 36 hour week taken across a full year, with normal working hours within a flexible but agreed regular pattern.

There is an annual leave entitlement in line with national guidelines and such leave may only taken within school vacation time.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

Signed: (Post Holder) ................................................. Date: ...........

Signed: (Headteacher) .................................…………….. Date: .................