****

**JOB PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| **Post:** | Exams and MIS Co-ordinator | |  |
| **Grade:** | £21,872 - £25,993 | |  |
| **Responsible to:**  **Responsible for:** | | Business & Operations Director  Vice Principal for deployment and effectiveness regarding progress data areas, timetable support and liaison with Curriculum Directors regarding exams.  n/a | |
|  | |  | |

**JOB PURPOSE**

Maintain accurate student tracking and assessment data, thereby assisting Curriculum Directors and the Senior Leadership Team in raising standards within teaching and learning.

Provide an efficient and effective service characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on own initiative.

* To effectively maintain management information and data providing whole school support in the production, assessment and collation of the respective data when required, including updating SISRA Analytics and other appropriate digital interfaces after each data collection.
* Assist with the cover arrangements for teaching staff, liaising with Senior Leadership Team, Curriculum Directors to ensure that cover staff are set-up and have the equipment required.
* To maintain the UTC’s student database / MIS System and other appropriate digital interfaces, to ensure that data is collected and verified regularly and that information is made available for use by appropriate staff.
* The administration of external exams and internal exams including on-line assessment testing.

**MAIN DUTIES**

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

* To use Assessment Manager/Examinations Organiser and any other appropriate digital interface within the UTC’s Management Information Systems (SIMS) Suite to administer student assessment and examinations data.
* Collate statistical data relating to termly assessments/examination results.
* To develop and maintain the MIS filing system and other appropriate digital interfaces, to ensure that data is collected and verified regularly and that information is made available for use by appropriate staff.
* Co-ordinate the preparation and submission of entries to awarding bodies.
* Be responsible for the security of all exam materials and ensuring papers are despatched promptly and appropriately.
* Be responsible for arrangements for all external and internal exams including the provision of accommodation and supervision of exams.
* Make appropriate timetabling and room arrangements ensuring adequate invigilation is in place in relation to exams.
* Organise and ensure access arrangement needs are met working with the SENCo
* Ensure that staff, students and parents are given all the necessary relevant information relating to the exam process.
* Receive examination results and certificates and make arrangements for their issue
* Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies including supporting the development of policies within the UTC.
* Deal with enquiries from parents and students, including former students in a courteous, positive, caring and responsible manner at all times.
* Deal with issues relating to appeals, reviews of marking and other administrative issues such as students who miss examinations through illness or who require special consideration.
* Assist with the provision of admin and reception support, when necessary as directed by line manager.
* Maintain a high level of security and vigilance at all times ensuring that the sensitivity of the data being handled is never compromised.
* To ensure the accurate and timely submission of the periodic school pupil census and to support the Business & Operations Director with the accurate and timely submission of the periodic staff census.
* To assist with the development of a robust and effective means to pupil progress reporting, ensuring all reports are completed within timescale.
* Work with visitors to the UTC in such a way that it enhances the reputation of the UTC.
* Input and / or publication of class lists, staff and student timetables.
* Maintain the timetable by ensuring that amendments are continuously up to date.
* Collate and administer data in relation to mandatory reporting and submission to statutory bodies and other organisations as required using appropriate digital interfaces.
* Check data as directed relating to the Progress Tracking system of student tracking.
* Provide teachers and parents with student assessment data as directed.
* Provide up to date and accurate information to SLT, Learning Managers, Curriculum Directors and relevant staff as directed throughout the academic year.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading. The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

* Ensure any documentation produced is to a high standard and is in line with the corporate branding
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Support UTC activities including assemblies, attending appropriate UTC events as directed.
* Any other duties deemed reasonable, as directed by the Principal
* Participate in the UTC’s Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Promote the area of responsibility within the UTC and beyond
* Represent the UTC at events as appropriate
* Support and promote the UTC ethos



**Exams and MIS Co-ordinator**

|  |  |
| --- | --- |
| **PERSON SPECIFICATION** | **Essential / Desirable** |
|  | **E/D** |
|  |  |
| **Education/Training/Qualifications** |  |
| Maths and English to minimum level 2 | E |
| Level 4 qualification, preferably a degree | D |
|  |  |
| **Skills/Experience** |  |
| Experience of computerised data systems | E |
| Experience of working with staff at all levels including senior managers | E |
| Experience of working in an administration environment | E |
| Experience of audit systems and processes | D |
| Experience and understanding of exam protocols and procedures | E |
| Experience of student data systems | E |
| Experience of SIMs data system | D |
| **Knowledge** |  |
| Knowledge of funding mechanisms | D |
|  |  |
| **Interpersonal Skills** |  |
| Team working | E |
| Ability to organise, prioritise own workload and that of others | E |
| Work under pressure and to tight deadlines | E |
| Flexible | E |
| Good oral and communication skills | E |
| Influencing and motivation skills | E |
| Negotiating skills | E |
| Tenacity, resilience | E |
| Meticulous, accurate | E |
|  |  |
| **Other Requirements** |  |
|  |  |
| Demonstrate a clear understanding of equality of opportunity and diversity | E |
| Commitment to self-development | E |
| Commitment to working within the policies and procedures of the UTC including health and safety guidelines. | E |
|  |  |