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|  | **KING EDWARD VI HANDSWORTH SCHOOL****FOR GIRLS****JOB DESCRIPTION – Examinations and Data Support Officer** |
| **Grade:****Hours:****Responsible to:** | Grade 3 pt 26 pro rataTerm time only with 10 days in the Summer Holidays to cover GCSE and A Level Results Days and subsequent analysis.Monday- Friday 7:30am – 15:30pm (during exam period longer hours as required) inc. 30min lunch break. Deputy Head, Headmistress and Governors |
| **Main Purpose:** | * This is a senior administrative post which involves making all the arrangements for examinations in the school. It consists of four main areas:
* Examination entries – electronic communication with the examination boards;
* Data handling – processing external examination results; processing internal attainment data as directed by the Data Manager.
* Invigilators – organising and training the team of invigilators;
* Staff and students – working with them with regards to entries and appeals.
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| **Key Duties and Responsibilities:** | **1 To manage the school’s public and internal examination system. This will require the post holder to:*** keep abreast of regulations regarding examination procedures, and enact and disseminate these to staff, students, parents as required; (including changes).
* working with the Senior Leadership Team and staff, to recruit, train and manage the team of external invigilators to ensure full and appropriate invigilation of all internal and external examinations, as required throughout the year;
* organise all related processes including timetables for invigilators, payment, cover for absence etc;
* organise and supervise the setting up of examination rooms so that they meet examination requirements, devise seating plans and maintain attendance registers;
* maintain and develop appropriate record systems and effective communication strategies;
* manage all external examination entries and establish with staff requirements for external examination entries at all key stages including GCSE, AS, A2, university entrance tests, Music Examinations, subject tests e.g. UKMT Maths Challenge, re-sits and transmit entries to the examination board;
* check entry lists are accurate with staff and candidates and make amendments as required;
* distribute examination timetables to staff and students;
* organise supervision of clash candidates;
* organise internal examination timetables, including for controlled assessments (GCSE).
* manage the Examination budget;
* present code of examination practice to year groups;
* request estimated grades and coursework mark sheets from appropriate staff and return data as required to examination boards;
* receive and check all examination materials, store securely and resolve any problems;
* issue appropriate materials for each examination;
* liaise with staff to organise oral and practical examinations;
* manage and submit requests for Access Arrangements;
* manage and submit appeals for special consideration;
* collate and pack scripts and coursework;
* manage access arrangements for private candidates and procedures for late or absent candidates or those suspected of irregular conduct;
* download results information and manage dissemination of results to staff and students;
* be present for all administration related to public examination results including results publication days in August;
* liaise with examination boards regarding queries;
* manage requests for re-marks, appeals and for photocopied or returned scripts;
* organise room availability for examinations.

**2 To manage data and statistical analyses required by the School, including:*** ensure the smooth exchange of data between the Examinations, Course Manager and Assessment Manager Modules in SIMS;
* manage communications to students at university to collect information about university courses and degree outcomes;
* collate information on university and other destinations of Year 13 and Year 11 leavers;
* to assist the Data Manager with the preparation of statistical analyses from examinations and internal assessments, to share with the Leadership Team, staff and students and for all other reporting requirements including press, prospectus, DCSF and governors’ reports and Prize Giving;
* complete data checking exercises on results as required by external bodies;
* receive and distribute certificates;
* assist in the process and preparation for Prize Givings and distribution of awards and prizes;
1. **To take responsibility for administration of entrance examination including to:**
* liaise with the Admissions Office at the King Edward Foundation Office with regards to entries;
* assist in recruiting, training and organising invigilation team for the entrance examination;
* brief staff;
* manage all arrangements for the examinations;
* Ensure attendance on the Entrance Test days as Senior Invigilator.
1. **To take responsibility for admission examinations for Year 7 upwards.**

**5 SIMS*** To be the Cover Organiser during non exam periods.
* To support the Data Manager as required with the production of Reviews and statistical returns.
* To assist in the training and support of staff using SIMS and associated packages.
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| **Generic Responsibilities:** | All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites. All staff must know about their roles and responsibilities under the terms of the school’s Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.All staff must know what to do in the event of the fire alarm sounding.All staff have a responsibility to report potential, or actual health and safety issues, to the school’s health and safety officer.All staff are required to follow all agreed school policies and proceduresStaff should at all times set an example of personal integrity and professionalism.Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.Staff should uphold the school ethos, aims and contribute to the development and achievement of the school’s strategic and development plans. Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.Staff may be required to assist with cover in accordance with the school’s policy for cover.Staff should attend and participate in meetings as required. |
| **Resources:** | * To ensure use of IT to full capacity in order to produce high quality documents.
* To organise and present information for reports in a variety of formats.
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The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

**Mrs Whittall**

**Headmistress**

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