



Job Description:	Data and Exams Administrator
Location:	Park Vale Academy
Salary:	Redhill Academy Trust Pay Scale, Band 6 £16,007 to £17,668 (FTE) £14,175 to £15,646 (Actual Salary)
Hours of Work:	Full-time (37 hrs), term-time plus 2 weeks
Responsible to:	Data and Exams Manager
Post Objective:	To provide administrative support to the academy's data and examinations services.

Main Duties and Responsibilities:

Data and Reports

- Provide administrative support to the academy's Data and Examinations Office.
- Liaise with all teaching departments to ensure the timely communication of data and information.
- Undertake data checks as required.
- Print year group reports and prepare for distribution.
- Assist in preparation of data packs following key results days.

Examinations

- Check and distribute examination entry statements to students and teaching departments, making any amendments as necessary.
- Assist in the administration of examination results days, including the main August examination results days.
- Communicate relevant data information to candidates and staff.
- Provide data to examination boards including:
 - Entries
 - Coursework marks
 - Estimated grades
 - Access arrangements liaise with SENCO
 - Special considerations
 - Dissemination of results and certificates
 - Requests for enquiries about results

Details of syllabuses/training courses

- Receive, log and secure delivery of all exam materials and ensure appropriate papers are in place for examinations.
- Assist the Exams/Data Manager to ensure that the exam venue is set up, display JCQ 'Warning to candidates' and 'Mobile phone, electronic devices' notices, distributing candidate cards, question papers and scripts according to the given seating plan.
- Assist Exams/Data Manager throughout the course of the exam ensuring that all invigilators carry out their roles and responsibilities appropriately.
- Take reasonable steps to ensure the correct question papers are issued to the candidates by all invigilators.
- Ensure centre number and start and finish time of the exam are clearly visible to all candidates.
- Liaise with the Exam Manager regarding exam anomalies.
- Ensure any access arrangements are implemented accordingly on the candidates' behalf.
- Working with the Exams/Data Manager, take appropriate action and provide the invigilation team with the relevant information to deal with emergencies.
- Ensure the students are supervised entering and leaving the exam room, maintaining silence if other candidates are still working.
- Sort the scripts according to Exam Board's register which should be accurately completed in line with the awarding body's instructions.
- Ensure the invigilation boxes are stocked and make arrangements for replacement supplies as required.
- Organisation of invigilation team.

General

- Liaison with other departments and staff as necessary on matters regarding data and examinations.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: