

Exams and Data Officer- JOB DESCRIPTION

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| **JOB TITLE:** | Exams and Data Officer |
| **GRADE:** | SCP 23-27  £20,278-£22,827 (actual salary) |
| **HOURS/WEEKS:** | 36 hours 42 weeks (of which 10 days are to be worked in August)  Monday- Thursday 8.30-4.15 (Including 30 minutes lunch)  Fridays 8.30-4.00pm (including 30 minutes lunch) |
| **REPORTS TO:** | Data Systems and Exams Manager |

**PURPOSE OF THE JOB:**

To provide administrative support for the school Assess Report and Recording structure and all other aspects of the School Management Information System (MIS- BROMCOM). Maintain and update data for the school MIS system as directed, ensuring regulations of the Data Protection Act 1998 are adhered to. To be responsible for the administration of examinations and coursework related to GCSE, AS, A2 and BTEC/Vocational Qualifications. This role requires the Data and Exams Officer to work closely with anyone administering any other type of internal and external examination to avoid clashes and to maintain an effective running of the School’s examination system. To be responsible for ensuring all entries are submitted by the deadlines set by Examination Bodies and liaising with SENCO to help administer Access Arrangements.

**EXAMS:**

* Liasing with Directors of Learning (DOLs), Senior Leadership Team (SLT), Teachers and/or any other member of staff to ensure that the correct entries are made for all GCSE, AS, A2 and BTEC/Vocational Qualifications
* Liaising with the SENCO to ensure correct entries and arrangement are made for all candidates with Access Arrangements
* Checking entries are correct and agreed by both students and staff are submitted before Exam Awarding Bodies deadlines
* To maintain a log of all coursework and ensure deadlines are met for coursework submission
* Liaise with DOLs and SLT on the administrative requirements for BTEC/Vocational Qualifications
* Issuing rules of conduct to all students and staff
* Issuing students with their entry slips and making necessary corrections
* Drawing up examination timetables as soon as is practicable in order to determine issues related to invigilation, access arrangements and general centre planning
* For all areas being used for GCSE, AS, A2,and BTEC/Vocational Qualifications, the Data and Exams Officer must book, prepare, organise and supervise these examinations in accordance with the regulations laid down by all the examination boards
* Supplying all the necessary stationary and materials related to the smooth running of the examination system
* Collecting and dispatching scripts in accordance with the regulations
* Ensuring all necessary certification is dealt with in the timescales set by the Exam Boards and implemented by the centre
* Attending GCSE and AS/A2 results days in August, distributing documentation including post result services to staff and dealing with queries, where appropriate from students, staff and parents
* Liaising with DOLs in regard to results, cashing in and retakes
* Issuing certificates to the student body on result days
* Ensuring the DOLs and SLT are fully updated on all dates, changes in examinatons procedures, entries and results
* Keeping up to date with exam requirements, including developing appropriate computer systems that meet the needs of the public examination system
* Liaising with the examination bodies and Examination Officers Association as appropriate
* To collate, update and file all relevant paper work required by the JCQ inspection framework
* To organise and implement internal mock examinations
* To maintain accurate logs of all Examination Papers received and making sure they are stored securely and opened only when instructed to do so by Examination Bodies
* Maintaining integrity and confidentiality at all times in relation to Examination Papers in accordance to guidance from Examination Boards and JCQ.

**DATA:**

* Regularly check the integrity of all current information held on the school MIS
* To liaise with Admissions Officer Head of Year to collate all aspects of data for new starters. This includes data for students starting in Year 7 and the 6th Form in September, and students arriving at other points in the school year.
* Run the administration for the school data drops and school reports
* To provide updated year and class data sheets as per the school ARR calender
* Check and amend all key stage targets as required
* To enter assessment grades and targets for Key Stage 5 data
* To enter data for Key Stage 4 option choices
* To process all amendments for full school reports
* To run reports and progress cards as per calender year
* Populate all student teaching groups
* Set up timetables for new students as required
* To coordinate data mail outs
* Providing support to ensure that the School timetable information and changes are entered and timetables printed as required
* To process, input, extract and analyse information from the School’s database systems.
* Provide instructions and/or assist teachers in the entry of data and liaise with them in relation to missing student data
* Maintain and update information held on the MIS including changes to student and staff roles, address and contact information, timetable changes, assessment and examination data
* Set up and maintain archive files and historical data as well as carrying out specific download requests for data
* Support the Data Systems and Exams Manager with the co-ordination and inputting of examination entries and results
* Contribute to the evaluation and development of the effective use of data within the Academy and make recommendations to her/his Line Manager, the Senior Leadership Team and the Governing Body
* To organise and implement additional testing such as CATS

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# Exams and Data Officer - Person Specification

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| Qualifications | |
| **Essential** | **Desirable** |
| 1. Degree 2. GCSE Grade C or above in English and Maths | 1. IT Level 1 Qualification 2. Level 2 Qualification in Numeracy/Literacy 3. NVQ2 Level 2 in Business Administration |
| **Experience** | |
| 1. At least 2 years’ experience of working in an educational (school) setting (preferably within an administration/data and exams role) 2. Experience of maintaining a Management Information System (BromCom, SIMS etc..) in a school 3. Using the school MIS system to create and maintain pupil attainment marksheets in order for pupil data to be tracked and monitored. 4. Experience of organising the Examination Process- recruiting invigilators, dealing with entries, planning and organising the smooth running of Examinations in accordance with Exam Body and JCQ regulations 5. Significant experience of producing statistical reports | 1. Experience of training others in using a Management Information System (BromCom, SIMS etc..) in a school 2. Presenting statistical reports to SLT, Governors and Teaching Staff 3. Experience of using analytical software such as 4MATRIX, SISRA etc.. 4. Experience of using ALPS |
| Knowledge/Skills (Ability to) | |
| 1. Use a wide range of ICT Packages 2. Advanced user of Microsoft Excel 3. Demonstrate a good level of written and oral communication skills 4. Communicate and relate to young people and adults 5. Work in a methodical and organised way 6. Plan and prioritise tasks to meet conflicting deadlines 7. Tactfully deal with colleagues where necessary 8. Ability to work under pressure to meet deadlines | 1. Ability to design reports to meet the requirements of SLT 2. Attended training courses in relation to School Data and Exams |
| Personal Attributes | |
| 1. Self-motivated 2. A willingness to learn and develop new skills via training 3. Commitment to Equality and Diversity 4. Commitment to Safeguarding and Child Protection 5. Flexible and adaptable | 1. DBS cleared (Whitefield will apply for a DBS) |

*Whitefield School is committed to safeguarding and promoting the welfare of children The successful candidate will be required to complete an enhanced DBS check in line with Section 115 of the Police Act 1997.*