



Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE

EXECUTIVE PRINCIPAL: A F QUINN BA (HONS) NPQH **HEAD OF SCHOOL:** G T O'CONNOR BSc (HONS) NPQH
Saint Augustine's Catholic High School, Stonepits Lane, Hunt End, Redditch, B97 5LX 01527 550400 www.st-augustines.worcs.sch.uk

Our Lady of Lourdes Catholic Multi-Academy Company

National Teaching School
designated by



National College for
Teaching & Leadership



JOB VACANCY

Part time - Examinations and Data Officer (Maternity Cover)

Saint Augustine's is committed to the safeguarding and welfare of young people

PERSON SPECIFICATION

Person Specification Part Time Examinations and Data Officer (Maternity Cover)

QUALIFICATION & EXPERIENCE	ESSENTIAL	DESIRABLE
Educated to degree level with high levels of personal literacy and numeracy (i.e. minimum GCSE Maths and English 9-5 / A*-C)	●	
A proven track record in data or examinations management.	●	
Experience of SIMs packages, e.g. SIMs assessment and reporting manager including Profiles, SIMs course manager and parts of Nova T6		●
Experience of using data and examinations packages, e.g. Exams Organiser, SISRA, Pixl, ALPS, DfE ready reckoner, DfE KTS, S2S, Learning Record Service and FFT		●
Experience of dealing with examination providers, e.g. Edexcel, OCR, AQA, WJEC		●
Experience of working in a High School		●
SKILLS AND ABILITIES		
Excellent written and oral communication skills	●	
Ability to relate well to a range of staff, students and parents	●	
Ability to work independently and as part of an effective team	●	
Ability to manage student behaviour constructively and effectively	●	
High level analytical skills with a keen eye for detail.	●	
Excellent organisational skills and the ability to deal with multiple priorities.	●	
Excellent IT skills including Microsoft Word and Excel	●	
OTHER ATTRIBUTES		
Knowledge of policies and codes of practice/legislation relevant to the role	●	
Willing to undertake appropriate training to meet the needs of the role	●	
Ability to relate to and promote the ethos of the school	●	
Commitment to safeguarding and welfare of students	●	
Flexible approach to duties	●	



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JOB DESCRIPTION

Job Title:	Part time – Examinations Officer and Data Manager – Maternity Cover
Responsible to:	SLT responsible for Examinations and Data
Responsible for:	n/a
Job Purpose:	Be responsible for the efficient administration, organisation and management of all external and internal examinations; To be responsible for the management and analysis of all school data; To be responsible for reports to parents, the Diocese, the Local Authority and DCSF To be responsible for all relevant aspects of the management of the School's manage-
Salary:	Grade SO1 SCP 29 – 31 (pro rata to £15,882 - £16,932 pa)
Hours:	22.5 hours per week – Full Year, plus Inset days 8.30 am – 4.30 pm Wed/Thurs/Fri each week with 30 minutes for lunch each day.

Main Duties and Responsibilities of the Examinations Officer and Data Manager

EXAMINATIONS OFFICER

To be responsible for all matters relating to external and internal examinations, including;

- Keep abreast of regulations regarding examination procedures, and enact and disseminate these to staff, students, and parents as required; (including changes).
- Working with the Senior Leadership Team (SLT) and full time Data and Examinations Officer to train and manage the team of external invigilators to ensure full and appropriate invigilation of all external and internal examinations, as required throughout the year;
- Register the School with all appropriate examination boards;
- Responsible for organising all related processes including timetables and authorising timesheets for exam invigilators.
- Responsible for organising 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, A level, university entrance tests, music examinations, and 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.
- Responsible for the distribute of examination timetables to staff and students;
- Responsible for the organisation of the supervision of clash candidates;
- Responsible for organising internal examination timetables, including for controlled assessments (GCSE).
- 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.
- To oversee checking scripts for post.
- On behalf of the school completing, signing and submitting forms, returns etc;

- Responsible for the issuing of 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.
- 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 in August.
- Liaise with examination boards regarding queries.
- Manage requests for re-marks, appeals and for photocopied or returned scripts including collection of the correct examination fees where appropriate.
- Organise room availability for examinations and liaise with the Senior Caretaker regarding the setup of room(s) ready for the start of each exam.
- Ensure the smooth exchange of data between the Examinations, Course Manager and Assessment Manager Modules in SIMS (current management information system)
- Collate information on university and other destinations of Year 13 and Year 11 leavers.
- To analyse and evaluate data/information and produce reports/information/data as required by the Senior Leadership Team and staff, using SIMS and SISRA (current systems)
- Complete data checking exercises on results as required by external bodies.
- Receive, securely store and distribute certificates.
- Support the BTEC quality nominee to arrange external verification visits.
- Work with HoDs and SLT in following up any instances of student malpractice.
- Manage the examination budget;

DATA MANAGER

- To be responsible for all matters relating to data, including;
- To manipulate, analyse and interpret students' assessment data and the results of internal and public examinations, drawing out trends and issues which will inform the actions of the Senior Leadership Team and Middle Leaders in developing appropriate, targeted intervention strategies.
- To ensure data is transferred between software applications, databases and web-based systems as required whilst maintaining the security and integrity of the data.
- To produce regular reports for staff as and when needed, extracting the data from the School's systems and ensuring it is presented in a user friendly format which is fit for purpose.
- To ensure staff are familiar in the use of data provided in order to facilitate accurate student tracking systems.
- To be responsible for the overall administration of the school's reporting systems to parents, including real time reporting.
- To ensure the accurate, timely completion and submission of stator reports such as the School Census, the School Workforce Census (in liaison with the HR Officer) and CES returns.
- To attend all relevant meetings and provide advice where required.
- To maintain a thorough, up to date understanding of how other schools, locally and nationally, are making good use of data to achieve continuous improvement and advising the Senior Leadership Team on developments which might be of benefit to the School.
- To implement agreed developments.

TIMETABLING / SCHOOLS INFORMATION SYSTEM

- To work with the Senior Leadership Team (SLT) in producing the school's timetable, including;
- To produce the school's annual timetable under the direction of the SLT member responsible for timetabling and in conjunction with the curriculum leaders.

- To produce the school's annual staff and room timetables and all duty rotas under the direction of the SLT member responsible for timetabling.
- To maintain the school's timetable and student information system.
- To assist in the smooth and efficient operation of the school's management information system, currently SIMs.
- To work with other staff responsible for the management information system on the collection and analysis of both internal and external data in order to identify areas for intervention in terms of student progress and attainment.
- To advise the Senior Leadership Team on timetable-related issues.
- To attend relevant meetings related to timetabling.

Main Skills, Qualities and Abilities

- To be able to work to deadlines and manage own timetable, involving changing problems, circumstances or demand.
- Excellent communication skills between part time examinations officer and data managers, to provide a seamless, efficient and effective service.
- Have responsibility for the accurate handling and security of cash, cheques or financial resources and safe storage of examination papers.
- Have good organisation skills.
- Have excellent communication and interpersonal skills
- Clear thinking and able to take decisions; able to develop new approaches and to work creatively.
- Ability to relate well to a range of staff, students and parents.
- Ability to organise, lead and motivate other staff
- Ability to plan and develop systems
- Flexible approach to duties.
- Willing to undertake appropriate training to meet the needs of the role.
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.
- To support at all times the Catholic ethos of the school.
- Other duties as may be determined from times to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The duties of this post may vary from time to time without changing their general character or level or responsibility entailed. The above is not intended to be an exhaustive list of duties expected of an Examinations Officer and Data Manager, only a guide as to the level of work and responsibility entailed.

Holidays:

Paid holidays include 8 bank holidays, 4 specified days and 21 days increasing to 26 days after 5 years service.
Paid pro rata for part time staff.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

The post holder may be asked to carry out other duties as may be determined from times to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder. This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Principal/Head of School to reflect or anticipate changes in the job commensurate within the grade and job title.

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Information for Candidates

How to Apply

All candidates should complete the schools application form, including a personal statement outlining how they meet the requirements for the role.

CVs cannot be accepted.

Information about the school

Further information about the school can be found on the school website. www.st-augustines.worcs.sch.uk

Visits to the school

Potential applicants are welcome to visit the school, please contact Mrs Sharon Fletcher - fletchers@saintsa.co.uk or call 01527 550400 to arrange a visit.

Application deadline

Closing date for applications is Friday 19th October 2018 at 12:30pm

Applications

Completed applications should be emailed to Charley Evans - HR Assistant evansc@saintsa.co.uk or posted for the attention of Charley Evans.

Saint Augustine's Catholic High School, Stonepits Lane, Redditch, B97 5LX

Interview candidates will need to provide evidence of;

Right to work in the UK

Photograph ID (current passport or driving licence)

Successful candidates will need to;

Complete an Enhanced DBS check and obtain satisfactory clearance

Provide confirmation of qualifications (photo copies of original documents)

Provide ID to confirm address

