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| **Blessed Robert Sutton Catholic Sports College** | | | | |
| **Job No.** | **Post Title** | **Grade** | **JE Pts** | **Date** |
| S125.a | **Examinations and Data Support Officer** | Grade 7 | 220  Hay | April 2008 |

# Statement of Purpose

Under the direction of the Exams Manager, organise and deliver the examination

process in the school through carrying out administrative duties relating to all aspects of examination entries and results and manage data (student, examination and assessment) for the school.

# Examination Administration

* Open, sort, distribute or respond to any post received from the examination boards.
* Maintain and update the filing system in the Exam Office.
* Deal with telephone calls relating to examinations.
* Collate examination entries and registrations from the Heads of Departments and send, via EDl, this information to the external examination boards.
* Update the diary and the exam board timetables with forthcoming exam dates.
* Ensure that there is a seating plan and invigilation documents for each exam scheduled.
* Ensure that the correct number of exam papers arrive in time and are securely stored.
* Order exam stationery.
* Check, label and seal exam papers ready for posting.
* Support teaching staff in the process of obtaining, sorting and distributing exam results to the pupils and staff.
* Collate information for the Senior Leadership Team regarding internal exams.
* Answer staff queries regarding exams and, if necessary, contact the relevant exam boards.
* Deal with any pupil enquiries regarding results or exam entries.
* Collate and process the necessary paperwork for Enquiries about Results, the return of scripts/photocopies and the declining of awards.
* Process invoices received from examination bodies.
* Process invigilators’ timesheets.
* Record and maintain records of postage and other costs incurred.

# Examination Organisation

* Supervise invigilators, ensuring that they are aware of the examinations being sat at a particular session, the length of each examination, who the candidates are for each examination, and of any special arrangements made for particular candidates.
* Maintain systems for identification of candidates.
* Under the direction of a member of the Senior Leadership Team organise sufficient and appropriate examination rooms in accordance with national regulations.
* Under the direction of a member of the Senior Leadership Team, arrange for examination desks and chairs to be set out.
* Arrange for the appropriate notices to be displayed in and outside the examination rooms.
* Check that sufficient invigilators are present.

# Support for Pupils with Additional Needs

* Liaise with the Special Needs Co-ordinator, assist the Senior Leadership Team to ensure that candidates with special education needs are not disadvantaged.
* Liaise with the Special Needs Co-ordinator, candidates and parents with regard to any special arrangements that may be required.

# Support for Examinations

* Register pupils undertaking BTec and similar courses.
* Be aware of any financial or academic implications if deadlines set by the examination bodies are overrun.
* Where necessary, arrange for pupils who have studied a subject elsewhere, to sit their examination at school.
* Inform staff, candidates and parents of examination details, including timetables, venues and seating arrangements.
* Identify possible examination clashes, make appropriate alternative arrangements that maintain the security of the examination and inform candidates of the changes.
* Answer queries from candidates, staff and parents regarding examination details.
* Maintain an overview of all regulations relating to public examinations, attend appropriate meetings and to advise the Senior Leadership Team of changes required in the schools procedures.
* Liaise with the examination boards over any queries they may have with regard to entries, marks or results, pass this information to a member of the Senior Leadership Team.
* Report to the head teacher and the Examination Board any suspected or confirmed breaches of the examination regulations.
* Keep under constant review examination procedures and make recommendations to the Senior Leadership Team of potential improvements.
* Prepare an examination timetable for students.

**Support for Data Management**

* Analyse and report on all aspects of student performance
* Manage the implementation and provision of effective student information systems (relating to student/assessment data)
* Prepare analysis of assessment data throughout the academic year to facilitate the raising of standards and attainment
* Prepare analysis of all results for public examinations.
* To manage the production of student reports, progress reviews and target setting
* Liaise with senior staff, including Guidance Managers, Progress Directors, Subject Leaders, and the Leadership Team over the co-ordination of assessment information.
* Develop computerised students data modelling, through the use of different modules and packages such as Assessment Manager, SIMS Exam Manager, Performance Analysis, Excel, RAISE On-line and Internet resources.
* To attend Parents’ Evenings

# Support for Resources

* Be responsible for the receipt, checking and arranging for secure storage of examination papers received from examination bodies.
* Ensure that sufficient supplies of examination stationery, including specialist data books, are available.
* Prepare examination papers, examination stationery and other materials required for individual examinations.
* Co-ordinate the checking of completed examination scripts and dispatch to examiners within specified deadlines.
* Liaise with Heads of Department with regard to the collection of coursework marks and their dispatch to examination boards within externally set deadlines.
* Co-ordinate with Heads of Departments the collection and dispatch of candidates’ coursework to external moderators, as directed by examination boards.
* Process examination results and to make arrangements for their distribution to candidates, senior staff and departments, maintaining accuracy and confidentiality.
* 6th Form Study Room supervision.

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives through:

**Safeguarding**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**Financial Management**

* Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

* To comply and engage with people management policies and processes
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

* Delivering energy conservation practices in line with the County Council’s corporate climate change strategy.

**Health and Safety**

Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the County Council’s Health and Safety policy.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification**

**Examinations and Data Support Officer**

**Level 3**

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| **Essential Criteria** | **Measured by** |
| **Experience**  • Experience of working in an administration function. | AF |
| **Qualifications/Training**   * Good numeracy and literacy skills. * NVQ 3 Business and Administration or equivalent qualification in a relevant discipline | AF |
| **Knowledge/Skills**   * Working knowledge of relevant policies/practices and external regulations. * Ability to relate well to children and adults. * Ability to work constructively as part of a team. * Good communication skills. * Ability to influence others. * Good organising, planning and prioritising skills. * Methodical with a good attention to detail. | AF/I |
| **Behavioural Attributes**   * Customer focused. * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener. * Takes responsibility and accountability. * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive. * Communicates effectively. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | AF/I |

AF - Application form I - Interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the ‘Two Ticks’ symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol,** whichis a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **SSC Recruitment Team on 01785 276480**