

JOB DESCRIPTION

Job Title: Data and Examinations Officer

Responsible to: Business Manager

Grade Spinal Range: Scale 6, Point 26-28

Core Purpose:

To be responsible for the organisation and administration of all aspects of the school's internal and external examinations. To support data and assessment management across the school by providing management and other bodies timely information.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Madani Schools Federation staff team have a shared responsibility to promote the vision, values and ethos, ensure high expectations in all areas, and promote achievement, success and support positives attitudes and firm discipline. Each member of the team has specific responsibilities and accountabilities but are supportive of each other in helping to achieve a holistic approach.

Description of Duties and Responsibilities:

- To be responsible for processing entries to examination boards, ensuring all the necessary related information is provided. To ensure examination entries are submitted in accordance with the timescales provided by the examination boards. To chase outstanding information where necessary.
- Administering and organising all aspects of Internal/External examinations in accordance with the regulations of awarding bodies. Carefully managing the changing annual cycle of exams.
- Keeping up to date with changing national and exam board regulations and procedure. Advising line manager and SLT to ensure that the School is future proof and compliant.
- Ensuring that the School is well prepared for JCQ inspections. Developing and maintaining an Examinations policy and appeals procedure.
- Organising SEN provision, including liaising with the SENCO regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates through the Exams Access process.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers. Publishing timely and accurate exam information. Resolving examination clashes, managing all resits, returned scripts, re-marking etc.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Collecting and dispatching worked scripts in accordance with the regulations.
- Ensuring appropriate recruitment and management of an Invigilation Team that also acts as readers and scribes for Exams Access arrangements. Organising invigilation, including briefing and training invigilators in School procedures and JCQ/exam board regulations.
- Overseeing the checking and distribution of certificates.
- To be responsible for the preparation and organisation of examination rooms, including arranging seating plans by liaising with the facilities team.
- To process and distribute examination results and support the production of statistical returns in respect of examination results and data and to cross check Performance Table data.
- To manage the examinations budget, including ensuring appropriate spending of such funds, maintaining up-to-date financial records in respect of the examinations budget and providing financial information to the Headteacher, school management team and governors as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.

Assessment Duties:

- Work closely with the SLT responsible for Assessment to devise targets and tracks for students
- Ensuring appropriate attainment levels and targets for students are maintained by teaching staff

- Producing statistical data for students' progress report on exams assessments on a regular basis
- Accessing data from Raise Online
- Check KS2 data and identify and update any missing data

Other Duties:

- Comply and assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns
- Ensure equal opportunities for all
- Provide good level of customer service to internal and external stakeholders
- Attend and participate in meetings as required
- Participate in training and other learning activities and performance development as required
- Undertake any other duties that maybe required

Footnotes

- *The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Business Manager or assigned representative.*
- ***Given the dynamic nature of the role and structure of Madani Schools Federation, it must be accepted that, as the Federation's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff***

Signed: _____ (Post-holder) Date: _____

Signed: _____ (Head of Schools) Date: _____

Safeguarding Statement

'Madani Schools Federation shares a commitment to safeguarding and promotes the welfare of children, young people and vulnerable adults. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.'