

JOB DESCRIPTION

Post title: Data and Examinations Officer
Academy: Academy 360
Reporting to: Business Manager
Salary/Pay range: £23,800 – £25,630 per annum, £26,000 to £28,000 full time equivalent (depending upon experience)
Hours of work: 37 hours per week, Term Time Only +10 days

Purpose of Job

- To manage the processing of all external and internal examination procedures, to ensure the smooth running of all examinations, controlled assessments and vocational qualifications.
- To maintain the pupil data in the Academy using SISRA and SIMs, supporting Teaching and Learning by interpreting and analysing trends, highlighting fluctuations in performance to appropriate colleagues.
- To identify gaps in progress and attainment for groups, sub groups and individuals and to plan how to use resources effectively to close the gaps and improve attainment and progress.
- To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes.

Main Duties and Responsibilities

Data

- To have overall responsibility for SIMs including being the principal point of contact for the LA SIMs team and Capita.
- Manage users and permissions within SIMs, SISRA, ASP and FFT.
- Preparation of data for statutory returns e.g. Academy Census.
- Create targets for all admissions using KS2 data and KS4 data.
- Maintain progress check system and reporting system in Assessment Manager.
- Create and maintain SIMS templates and marksheets.
- Create bespoke reports in SIMs and the Trust Dashboard for staff and external stakeholders.
- Configure and maintain SIMs discover.
- Upload progress checks to SISRA.
- Maintain SISRA database, identifying for individual pupil's current working levels and end of key stage targets.
- Attend data manager meetings organised by the Director of Systems and Data to keep abreast of current updates within our academies.
- Update Course Manager with new teaching personnel to allow access to mark sheets.
- To work closely with the Director of Systems and Data to create, maintain and adapt data collection systems and processes.
- To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT and other internal customers.
- To identify trends and key issues for the Academy.

- To instigate and manage the Academy assessment calendar. To manage the timely and accurate entry and processing of data relating to students including personal details, achievement, attainment, behaviour, demographics and other areas required by the Academy.
- Liaise with Head of Curriculum to create and populate the curriculum timetable.

Exams

- Downloading and importing results files into the SIMS Examinations using the A2C client when results are released in August.
- Preparation and distribution of results notifications for students on results day as well as resolving any queries with awarding bodies.
- Collating and analysing the results for publication to stakeholders and press.
- Collating and preparing certificates for distribution to students.
- Liaising with heads of department to collect estimated entries for submission to awarding bodies.
- Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into SIMS examinations and preparation of the relevant exam seasons for each academic year.
- Liaising with heads of faculty to collect information on courses being delivered and entries to be made with clear records to be kept to ensure the accuracy of entries and accountability of all parties involved.
- Processing entries, amendments and estimated grades using SIMS examinations ensuring all deadlines are adhered to.
- Liaising with facilities management to prepare the examinations hall.
- Preparation and development of a pupil handbook to include all relevant information of the exam series such as entry lists, timetables, notices and instructions for pupil conduct.
- Preparation of seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance within statutory guidelines as well as managing the entry and exit of students into the examinations hall to ensure a calm and orderly examination.
- Liaising with the SENCO regarding candidates with SEN; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation.
- Managing the receipt and secure storage of examination materials and ensuring we have sufficient materials and examination stationary for each season.
- Checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent to the relevant board. Also packaging and posting any materials relating to controlled assessment and coursework.
- Using SIMS examinations for administration of all vocational qualifications, including entry and unit claims for all subjects.
- To resolve examination clashes in accordance with regulations.
- To recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the JCQ and awarding bodies. Examination invigilators will need to be briefed before each examination and on a three monthly basis via a training session.
- To produce an overall examination timetable for each season and to distribute individual candidate timetables to students.
- To develop and maintain the Academy's examinations policies, ensuring they are up to date and meet the JCQ requirements.

- To meet with the JCQ inspector and ensure all the requirements are met to enable the Academy to pass the inspection.
- To attend any meetings, training or development opportunities as required by the post.
- To undertake such additional duties as are reasonable commensurate with the level of this post.

Health & Safety

- Ensuring that areas of work comply with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.