

JOB DESCRIPTION – EXAMINATIONS AND DATA OFFICER

Salary Scale: Scale 6

Section A: Job Purpose

- 1. Coordination and organisation of all administrative tasks relating to school examinations**
- 2. Contribute to the provision of an efficient and effective data support service including the maintaining and updating of electronic information systems and the processing/analysing of information needed for statutory returns and also for internal reporting.**
- 3. Support for the Cover Manager functions in case of absence.**

Section B: Accountable to Director of Information Services

Section C: Accountabilities and Tasks

Accountabilities	Tasks
1. Examinations	<p>1.1 Under the supervision of the Director of Information Services; undertake all administrative tasks associated with school examinations (public and internal).</p> <p>1.2 Coordinating and administering the examination entry process through SIMS Examinations Organiser every exam season.</p> <p>1.3 Coordinating and administering all registrations for vocational courses via numerous awarding bodies; including any online assessment requirements.</p> <p>1.4 Liaising with staff, students, awarding boards and other external agencies to process examination entries, results and enquiries in line with school policy and resolving any exam queries/issues as they arise.</p> <p>1.5 Ensuring that all staff have access to relevant online services provided by exam boards and are notified of all examination administration deadlines.</p> <p>1.6 Issuing of statements of entry and final individual timetables to students and ensuring that all candidates are aware of the rules and regulations relating to all aspects of taking public examinations.</p> <p>1.7 Preparing and coordinating internal and external examination invigilation, room bookings and clash supervision.</p> <p>1.8 Ensuring the compliance of all JCQ and CIE regulations regarding the conduct of examinations including signage, maintenance of attendance registers, records of any incidents and/or special arrangements etc.</p> <p>1.9 Preparing the examination hall(s) on a daily basis during the exam period (candidate cards, seating arrangements, stationary, signage etc.)</p> <p>1.10 Organising and managing processes surrounding the secure storage of all examination papers and the despatch of completed examination papers.</p> <p>1.11 Downloading of Key Stage 4 and Key Stage 5 results; preparing results for student collection and also for Director of Information Services to prepare relevant statistics and analysis on results days for SLT. This will involve being in school for some of the Summer Holiday.</p>

Accountabilities	Tasks
2. Data and Information Support	2.1 Assist in the maintenance and update of electronic records of all students and staff; including post 16 records and recording of external examination grades in SIMs 2.2 Support the completion of statutory data requirements as required including termly DfE schools' census returns, annual schools' workforce census and student destinations information 2.3 Assist the Director of Information Services in providing management information and/or student statistics to the Senior Leadership Team (SLT) and/or Governing Body 2.4 Assign rooms/change room allocations on SIMs to accommodate any special arrangements e.g. events, exams etc 2.5 Support members of staff at different levels in their use of SIMs
3. Additional Responsibilities	3.1 Deputise in the absence of the Cover Manager. 3.2 Undertake First Aid duties as required. 3.3 Undertake any other duties within the scope and purpose of this post as directed by the line manager

PERSON SPECIFICATION – EXAMINATIONS AND DATA OFFICER

A: Application

I: Interview

T: Task

R: Reference

QUALIFICATIONS/TRAINING	
<ul style="list-style-type: none"> A good standard of general education up to graduate level including GCSE English and Maths at grade C or above or equivalent 	A
<ul style="list-style-type: none"> Evidence of continued professional development and training in the area of ICT based systems 	A
EXPERIENCE	
<ul style="list-style-type: none"> Experience of working in a busy office and/or data driven environment 	A / I
<ul style="list-style-type: none"> Experience of providing relevant administrative support 	A / I / T
<ul style="list-style-type: none"> Experience of working in a similar role in school 	A / I
ABILITIES/SKILLS	
<ul style="list-style-type: none"> ICT Skills (Intermediate Word, Excel, Microsoft Outlook) 	A / I / T
<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to communicate effectively (both orally and in writing) with staff, students and parents 	A / I / R
<ul style="list-style-type: none"> The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post 	A / I
<ul style="list-style-type: none"> Ability to establish and maintain effective working relationships at all levels 	A / I
<ul style="list-style-type: none"> Proven organisational skills and time management skills 	A / I
<ul style="list-style-type: none"> Ability to work under pressure and multi-task; prioritising a busy workload and ensuring deadlines are met 	A / I / T
<ul style="list-style-type: none"> A good eye for detail and ability to pre-empt any issues/problems 	A / I
<ul style="list-style-type: none"> Ability to work independently and use own initiative 	A / I
<ul style="list-style-type: none"> Ability to train and take on First Aid responsibilities 	A / I
<ul style="list-style-type: none"> Awareness of procedures & requirements for the efficient administration of examination requirements 	A / I
<ul style="list-style-type: none"> Awareness/ability to become knowledgeable about all JCQ regulations (ICE book, AA book, etc.) 	A / I
<ul style="list-style-type: none"> An understanding of the requirements of the Data Protection and Freedom of Information Acts and the ability to work in accordance with these requirements 	A / I
<ul style="list-style-type: none"> Awareness of responsibilities in areas of Health & Safety and the ability to train and take on First Aid duties 	A / I
DESIRABLE SKILLS	
<ul style="list-style-type: none"> Experience of using SIMS or other School Management Information System (MIS) 	A / I / T
<ul style="list-style-type: none"> Experience/awareness of using the SIMS Examinations module 	A / I
<ul style="list-style-type: none"> Ability to train staff in the use of the school's electronic information systems 	A / I
BEHAVIOURS	
<ul style="list-style-type: none"> Proven competence in working independently as part of a team. 	R

<ul style="list-style-type: none"> Proven competence in working in a positive and energising manner 	R
<ul style="list-style-type: none"> Proven competence in showing grace under pressure / leading and managing change 	R
<ul style="list-style-type: none"> Proven competence in problem solving 	R
<ul style="list-style-type: none"> Proven competence in achieving successful outcomes 	R
<ul style="list-style-type: none"> A satisfactory health, punctuality and attendance record * 	R
COMMITMENTS	
<ul style="list-style-type: none"> Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community 	A
<ul style="list-style-type: none"> Commitment to the community ethos of the school 	I
<ul style="list-style-type: none"> Commitment to your own continuing professional development 	A

*This will not be obtained until an offer of employment has been made