

Job Title:	Data and Assistant Examinations Officer
Reporting to:	Assistant Headteacher
Hours of work:	37 hours per week, Term time plus one week (38 within term time, one week outside term time to be worked flexibly including August GCSE results week)
Location:	Witton Park Academy
Grade:	Grade F SCP 16 – 23 Pro Rata actual salary: £20,811 - £24,044

Main Purpose/Responsibility

In liaison with the School's Senior Leadership Team provide assistance and support with management of the school's assessment, reporting, recording and tracking systems and also assist the Trust Examinations Officer.

Main Duties

Management of all aspects of data within the Arbor System:

- Set up processes within the database including managing and assigning user permissions
- Coordination and completion of the school census (Plasc) and other statistical government returns
- Maintenance of the database ensuring assessment data on pupils is accurate and complete
- Analyse the information held in Assessment Manager and produce reports on progress, effort and behaviour on individual and cohorts of pupils at times set out in the assessment calendar
- Set up and manage systems for tracking the progress of pupils at each key stage
- Assist with the production of annual reports and interim reports on the progress of all pupils
- Ensure the year 7 intake's Key Stage 2 and transition data is complete and accurately imported.

Timetable:

- Support the Assistant Headteacher in the development and production of the school timetable using TimeTabler and maintain its accuracy through the school year
- Prepare a new academic year calendar in Arbor
- Promote students into the new year structure incrementing their curriculum years
- Manage the smooth transition from one academic year to the next with all sections of Arbor
- Update and apply periodic and casual changes to courses, teachers and rooms.

Data Work:

- Assist with the production of external reports
- Assist with the production of Governor summary reports, Local Governing Body and Trust reports
- Analyse and check data from national sources such as AAT checking exercise.

Assist Trust Exams Officer:

- Manage and co-ordinate examinations, including mocks, planning, seating and input of entries in liaison with the Head of Faculty for each subject area and in line with JCQ guidelines
- Organise, supervise and undertake clerical and administrative duties in relation to examinations and general administrative function
- Manage and supervise team members in relation to the provision of examinations and data collection support within the school
- Organise the preparation of examination timetables
- Co-ordinate delivery, issue, and dispatch of exams papers
- Ensure safe storage and confidentiality of examination materials
- Draft and submit exam related requests including Special Consideration applications
- Administer post-results services including; submit review of marking requests, recall of exam scripts and request and issue of exam certificates.

Support for the school

- To participate in training and other learning activities and professional development as required
- To recognise own strengths and areas of expertise and use these to advise and support others.