

Post: Examinations and Data Officer

Grade : Grade F

Reviewed : September 2019

Responsible to : Data Analyst Manager

Hours : 37 hours per week; 8am start

Weeks per year : Term time only + 2 weeks

**Responsibilities**

To manage the data and examinations processes within the school, including management and set up of the school’s SIMS assessment manager for reporting and SISRA in line with school calendar. The post holder will have prime responsibility for maintaining all individual pupil data held on the school’s database and will support the Data Analysis Manager, Deputy Headteacher & Assistant Headteacher in the development and analysis of other pupil curriculum and results related data. He/she will also manage the internal and external examination process within the school and organisation of invigilation and oversee and support the Data and Exams Assistant.

Each member of the administration team has specific responsibilities and tasks e.g. pupil data, but they also provide support with other duties within the department as required. This may be providing cover for absent colleagues or assisting with ad hoc tasks. Additional duties will include typing and other general office duties.

**Pupil Data**

* Oversee all base pupil data as pupils transfer from primary to secondary school;
* To input and download all prior attainment data as requested by Deputy Head teacher;
* To ensure accurate pupil information is maintained and available in relevant report format at all times, including data from external agencies e.g. Pupil Premium;
* Oversee administration and inputting of pupil information at mid-year transfers including liaising with all agencies involved.
* To support data input under direction of Deputy Head including options, timetables, student class list etc.
* To provide clerical/administration support for biometric systems.
* Register school on appropriate websites for national data e.g. ULNS

**Data Management, Assessment and Reporting**

* To work closely with school leaders and support staff to create, maintain and adapt data collection systems and processes.
* To be responsible for the electronic data collection, storage and information systems within the school, liaising with school leaders as appropriate.
* 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 school within Assessment Management and SISRA.
* To manage the production and collation of student reports.
* To organise the collation of individual pupil data and to provide reports that are accurate and timely to support the Data Analysis Manager and Assistant Headteacher in the effective use of Assessment Manager.
* To support the Deputy Headteacher in co-ordinating annual reports to parents regarding progress and performance of all pupils by organising information systems and liaising with teaching staff to ensure strict timetables are met; ensuring all information is obtained from teaching staff and supervising and monitoring the filing of reports ensuring deadlines are met.

**Examinations Management**

* To have an overview of and be responsible for the planning and management of the internal and external examinations process at Key Stage four.
* To promote and publicise examinations to students in a positive manner.
* To ensure the security and integrity of examinations by applying relevant policies and procedures.
* To produce and implement examination timetables.
* To manage the allocation of physical resources to examinations, including appropriate rooming.
* To work with senior staff to ensure appropriate discipline and behaviour in examinations.
* To respond appropriately to any breaches of examination regulations.
* To liaise with subject leaders in relation to examination entries.
* To ensure that all examination entries are processed correctly and within required timescales.
* To manage the downloading and dissemination of external examination results.
* To be present on the day the centre is notified of results, make arrangements for producing the relevant statistics and make arrangements for distributing results.
* To manage the collation and dissemination of GCSE Results.
* To liaise with Examining Bodies in relation to examination queries.
* To be involved in the recruitment and training of external invigilators.
* To manage the annual Examinations budget.
* To order CAT test papers, provide admin support and input analysis data;

You may also be required to carry out other duties appropriate to your post, as negotiated with the Curriculum Support Team Leader or other senior staff.

**Training**

You will be expected to undertake development and training appropriate to the post.

**Specific requirements of the post**

During examination periods, the postholder may be required to begin work at an earlier time and finish later to ensure all necessary preparation is in place to ensure an efficient start to the exam. Time off in lieu for this will be agreed in negotiation with line management.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

*Review Arrangements*

*The details contained in this Job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.*

*Job Description prepared/revised by Ms. Webster September 2019*

*Agreed by post holder: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_*

**PERSON SPECIFICATION**

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| **School** | SHARPLES SCHOOL |
| **Job Title** | DATA AND EXAMS OFFICER |

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| **STAGE ONE** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1.1 | High level ICT skills including Excel, SISRA, SIMS | Application Form/Interview |
| 1.2 | Good keyboard skills | Application Form/Interview |
| 1.3 | Participate in development and training opportunities | Application Form/Interview |
| 1.4 | Ability to relate well to children and adults | Application Form/Interview |
| 1.5 | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these | Application Form/Interview |
| 1.6 | To be able to identify opportunities to ensure tasks are completed within specified timeframes | Application Form/Interview |
| 1.7 | Ability to work under pressure and meet deadlines. |  |
| 1.8 | The ability to analyse and interpret information and identify key messages to a range of audiences |  |
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| **2. Experience/Qualifications/Training etc** | | |
| 2.1 | Good numeracy/literacy skills | Application Form |
| 2.2 | Experience of operation of administration systems | Application Form/Interview |
| 2.3 | Experience of analysing, interpreting and presenting data and information. |  |
| 2.4 | Willingness to participate in relevant training and development opportunities | Application Form/Interview |
| **3. Professional Values & Practices** | | |
| 3.1 | High expectations of colleagues and pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | Application Form & Interview |
| 3.2 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the colleagues with whom they work | Application Form & Interview |
| 3.3 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | Application Form & Interview |
| 3.4 | Able to liaise sensitively and effectively with stakeholders and carers recognising their role in pupil learning | Application Form & Interview |
| 3.5 | Able to improve their own practice through observations, evaluations and discussion with colleagues. | Application Form & Interview |
| 3.6 | Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | Application Form/Interview |
| 3.7 | Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | Application Form/Interview |
| 3.8 | Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | Application Form/Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **ADDITIONAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1.1 | Understanding of other basic technology, video, photocopier, computer | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | |
| 2.1 | NVQ Level 2 or equivalent qualification or experience in relevant discipline | Application Form/Interview |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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| **Date Person Specification prepared/updated** | September 2019 |
| **Person Specification prepared by** | A. Webster, Headteacher |