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| **Description: TB Logo A** | **[Description: logo1](http://www.stgregoryscatholicprimaryschool.org.uk/)** | **Description: St Mary's Logo** | [Description: The Good Shepherd Primary School](http://www.thegoodshepherdcatholicprimaryschool.co.uk/index.asp) |
| **Thomas Becket** | **St. Gregory’s** | **St. Mary’s** | **The Good Shepherd** |

**St Thomas of Canterbury Catholic Academies Trust**

**“Inspired by Christ, to achieve excellence, to serve and to build hope for all”**

**Job Description: Exams/Reporting/Student Services Officer**

Salary grade/ job family: Grade D

Salary Range £18,065 - £18,426 (Pro rata)

Reports to: Exams/Office Manager and Data Processing Manager.

Working Pattern: 39 Hours per week : 40 weeks per year

Plus Exam Results days

Hours: 7.30am to 4.30pm (1 hour lunch break)

Friday: 7.30am to 3.30pm (1 hour lunch break\_

Date of review: annually

**Job description**

**Summary / Objective**

The Exams / Reporting /Students Services Officer is directly responsible for

Supporting the Exams Manager and Data Processing Manager

Supporting the Office Manager in the delivery of an effective and efficient Student Services Office

**Essential functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions**.**

**Exams Reporting Officer**

* Under the direction of the Exams Manager, co-ordinate the team of invigilators, with the support of the Lead Invigilator.
* Assistant the Exams Manager in the recruitment, training, management and deployment of invigilation staff.
* Make appropriate timetabling and room arrangements for the above and ensure proper examination invigilation of the examinations is put in place.
* Ensure that all necessary stationery and materials and other requirements are provided for examinations.
* Deal with enquiries from parents and students, including former students.
* Organise appropriate arrangements for the support of candidates with special examination requirements (eg dyslexia, disabled) in conjunction with the SENCO as directed by the Exams Manager.
* Under the direction of the Exams Manager, liaise with Heads of Year and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the school’s internal examinations and appropriate public Mock examinations.
* To assist the Data Processing Manager with data arising from questionnaires and surveys which the school may carry out from time to time and responding appropriately.
* Participate in appropriate CPD with the agreement of the Headteacher

**Reporting Officer**

* To assist the Data Processing Manager in preparing data required by the School in its day-to-day work and for self-evaluation and strategic planning purposes.
* Assist the Office Manager in maintaining the SIMS database.
* Input all student personal data and photographs and update where necessary as directed by the Office Manager
* To provide support to the School’s timetabler.

**Student Services**

The tasks undertaken by the Administrative team of Support Staff may include any activities which allow the teaching staff to become more effective in the classroom. This may include:-

* Administration and Pastoral support in the Student Services office
* Dealing with all first aid queries/incidents
* Correspondence by phone/letter with parents
* Organising annual school photographs
* Typing/inputting and updating of correspondence, reports and documents
* Filing and record keeping
* Dealing with pupil queries such as lost journals, uniform, timetables etc
* Actioning the twice-yearly Data checking sheet process with parents

General

* Any other duty commensurate with the grade as requested by the Exams/Officer Manager and School Data Analyst.

Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job.

Signatures:

This job description has been approved by all levels of management:

Head teacher: Date:

Employee signature below constitutes employees understanding of the requirements, essential functions and duties of the position.

Employee: Date:

**Key skills:**

Competent use of the Microsoft Office.

Excellent literacy / numeracy skills.

Excellent communication skills.

Excellent organisational skills and ability to prioritise workload.

Excellent interpersonal and communication skills, in person, telephone and written.

Ability to work independently and as part of a team.

Experience of working in a school, multitasking and working flexibly.

Experience of working with people and children.

Willingness to develop self and skills and to work collaboratively and as part of a team.

Ability to use initiative and be self-motivating.

Must have a good standard of practical knowledge and skills in invigilating exams, including readily understanding specific exam instructions and the ability to impart information clearly.

Good organisational / time-keeping / planning / problem solving skills.

Must be patient and resilient; calm and unflustered with a good sense of humour.

Must be willing to undergo appropriate job-related training.

Good knowledge of SIMS and other appropriate data bases.

Must have experience of working with SIMS.

Must be willing and able to produce ad hoc reports as required.

Must be first aid trained, or willing to undertake training.