

JOB TITLE: EXAMINATIONS OFFICER & DATA MANAGER

RESPONSIBLE TO: ASSISTANT PRINCIPAL (CURRICULUM)

MAIN PURPOSE OF JOB:

Provide timely and accurate information to allow the effective use of data for school improvement and to be responsible for all aspects of administration of external and internal examinations, including responsibility for exam invigilators employed on a casual basis

SCOPE OF JOB:

Responsible to the Assistant Principal (Curriculum) and be responsible for exams invigilators

MAIN DUTIES:

Assessment Data Collection/Target Setting

1. To ensure robust and consistent pupil academic data collection.
2. To ensure Go4Schools is kept up to date by teaching staff as per curriculum requirements and assessment calendar on OneDrive.
3. Use data tracking and reporting tools such as FFT Aspire to produce data that supports school improvement.
4. Using FFT, GL assessments and the DfE ready reckoner produce targets for pupils for KS3-5 that are aspirational but achievable, working with Heads of Subject and SLT to ensure these are appropriate for wider college attainment targets.
5. Liaise with all departments within college to ensure a constant approach to data is taken across the whole school using Go4Schools
6. To oversee the college assessment calendar, ensuring that deadlines are adhered to and captures are on time and accurate.

Data analysis and monitoring

- 1 To create, oversee and develop the College's use of data for the Senior Leadership Team, Raising Standards Lead and teaching staff across all aspects of the College's activities. This may include reporting to Heads of Year on behaviour for learning collections as and when appropriate.
- 2 To work with the Assistant Principal to regularly review data collection systems and processes to minimise staff workload where possible.
- 3 Maintain and manage the college's assessment and reporting systems to ensure up to date, relevant information can be provided as required
- 4 To compile master sheets for all years including sixth form after each key data capture point to provide progress, BfL and ready reckoner intervention graphs.
- 5 Upon publication of external results work with the Assistant Principal on analysis of results and production of reports for staff and SLT showing areas of strength and improvement.

- 6 To work with SLT to utilise Go4Schools to show and analyse the effectiveness of intervention initiatives throughout the school.
- 7 To maintain accurate attribute and column sets on Go4Schools for staff to easily access key information such as SEND, PP, EAL, Exam arrangements, CAT4 scores and reading ages.

Reporting

1. To create and monitor reporting on pupil progress for Y7 to Y13 as directed by the Assistant Principal (Assessment and Reporting) to all key stakeholders
2. Ensure master sheet analysis is available for access by all staff on Q drive
3. Quality assurance of reporting process, liaising with staff as required.

General/Management of Go4Schools

- 1 Liaise with Go4Schools regularly to ensure the reliable and effective use across the college.
- 2 Provide and organise an efficient data administrative service to all college staff using Go4Schools monitoring and actioning the health check as required.
- 3 Liaise with curriculum officer to ensure that all new courses are set up accurately, oversee new academic year set up and move/amend mark sheets as required.
- 4 Responsibility for safeguarding and promoting the welfare of pupils
- 5 To assist with general office duties as required.
- 6 Such other duties as may reasonably be required

Examinations

1. The administration and management of external and internal KS3 and KS4 examinations.
2. To have a secure knowledge of the JCQ rules and regulations.
3. The administration and organisation of external examinations to include all entries and the conduct of examinations in accordance with JCQ rules and regulations.
4. Liaise with Heads of Faculty/Subject to establish their requirements for KS3 and KS4 internal examinations. Create timetable, make available to staff and students. Arrange invigilators.
5. Responsibility for communicating the entry deadlines to all teachers; collating the entries and checking for errors. Liaise with Heads of Subject to ensure entry deadlines are met.
6. Communicating with Heads of Faculty/Subject to ensure up to date records are kept of which specification and units are being used to ensure that the correct entries are made by the deadlines set.
7. Create student and staff examination timetables/calendar. Arrange invigilation.
8. Ensure the A2C programme is kept up to date and checked regularly for incoming results files. Import all results files into Exams Organiser.
9. Prepare examination results and information for staff and students.
10. Knowledge of post results services and the relevant deadlines. Communicate this to staff and students.
11. Communicate to students and parents JCQ information on Data Sharing and Examination Conduct.
12. Communicate with Inclusion colleagues regarding Access Arrangements.

13. Recruit, train and manage external exam invigilators in line with JCQ rules and regulations.
14. Authorise and record timesheets for exam invigilators.
15. Manage the exams budget.
16. Check that SIMS Course Manager and SIMS Exams Organiser are linked effectively.
Ensure student data and courses are kept up to date.

GENERAL

1. To ensure the health and safety and welfare of pupils, staff and visitors at all times.
2. Administer first aid as required.
3. To assist with general office duties as required.
4. Such other duties as may reasonably be required.