



ROYAL ALEXANDRA AND ALBERT SCHOOL

Job details

Deputy Examinations Officer and Assessment & Data Administrator (52 week per year post, 36 hours a week 8.00 am – 4.00 pm) (24 days holiday a year plus Bank Holidays)

Thank you for your interest in this post and we look forward to receiving your application. This is an exciting opportunity for someone to join our school. We are looking for someone who is:

- Offers inspirational and caring guidance for young people,
- Works collaboratively, asks questions and is keen to learn.

You will need to have the commitment and enthusiasm to be part of a lively, well managed and successful team. The staff in Data and Exams Office enjoy their work and strive to work together to give the best to the students in their care.

The successful candidate will be given full support and will be encouraged to engage in further professional development which we believe will benefit both the individual and the school.

This document contains information about the department, the job description and the person specification. Separately, there are the following documents:

- Recruitment Booklet
- Information about the school is on the TES page for RAAS
<https://www.tes.com/jobs/employer/royal-alexandra-and-albert-school-1039740>

Visit our website <http://www.raa-school.co.uk/> **for more information about the school** and <http://www.raa-school.co.uk/vacancies.asp> for information for prospective members of staff.

Applicants should submit the Application Form (the TES application form can be used) and a letter of application which should not normally exceed two sides.

Candidates selected for interview will be informed by telephone and email. We do not generally contact candidates who are not shortlisted.

Thank you for taking the time to complete your application.

JOB DESCRIPTION

Post Title:	Deputy Examinations Officer and Assessment & Data Administrator
Hours:	52 weeks per year post, 36 hours a week 8.00 am – 4.00 pm 24 days holiday a year plus Bank Holidays
Line Manager:	Data & Examinations Manager
Start date:	April 2022

The Role

- To work as a deputy alongside the Examinations Officer to maintain the effective operation of internal and external exams at Royal Alexandra & Albert School, taking full ownership of internal examinations and to deputise for the Examinations Officer in his/her absence.
- To work as an assessment and data administrator with the data team in the production of progress reports and other related administration within the Data office, including supporting the Data Manager in maintaining databases and timetable changes.

Applicants must be available to work the two-week period of the Public Examination results GCE and GCSE in August or as stated by the Examination Regulatory Bodies and the first and last week of the summer holidays.

Key Responsibilities

Deputy Examinations Officer

- Keep up to date with all examination requirements and ensure that staff and pupils are aware of the relevant regulations, communicating these as necessary.
- Support the coordination of entries for external examinations relating to GCSEs, A-level and any vocational qualifications.
- Assist in maintaining and developing systems to coordinate all aspects of the exam administration process.
- Assist with the checking and secure storage of external exam papers, in accordance with exam board regulations.
- Prepare for and organise all internal examinations including timetables, seating, clashes, rooming and access arrangements.
- Produce and provide pupils with all the necessary information for their internal examinations.
- Set up exam rooms with appropriate equipment, notices, timetables, invigilation lists and exam boxes.
- To be present at the start and finish of each examination session, and support the lead invigilators and pupils.
- Assist with the training, supervision and support for external invigilators and staff.
- Deal with complex examination and SEND related queries and produce and respond to enquiries from staff, pupils, parents, exam boards and third parties.
- Contribute to the planning, development and organisation of systems, procedures and policies for examinations, access arrangements and requirements for SEND.
- Assist with the responsibility for organising and ensuring pupil access arrangement requirements are met e.g. allocating rooms and invigilators for readers, scribes and word processors in accordance with regulations and advising pupils on the arrangements put in place to meet their requirements in advance of examinations.
- Support arrangements for dealing with any health and safety issues which arise including knowing how to deal with emergencies in examination conditions, including fire evacuation procedures.
- Assist with applying for Access Arrangements and requests for modified papers and liaising with the examination boards as required.
- To be present on Exam Results Days to assist with the preparation and issuing of exam results and to deal with queries from pupils, staff and parents.
- To assist in the administration of the Post Results Service including reviews of marking and requests for copy scripts.
- To assist with maintaining a database to track all pupils with Access Arrangement referrals/contact and the outcomes of any testing.

- Upload access arrangements onto SIMS.
- Provide guidance and support to staff, pupils and parents/carers regarding exams, special considerations and specific student requirements.

Assessment & Data Administrator

- Share responsibility for ensuring all pupils are allocated candidate numbers and ULN numbers to enable entries to be submitted to awarding bodies.
- Assist in assigning pupils to teaching groups across all year groups.
- Develop knowledge and expertise in the management of the school's data systems to provide information and data as required.
- Inputting and managing information for the school system as required such as the school census.
- Collating, preparing and entering data for the school census and checking errors and queries
- Keeping SIMS course manager up to date
- Maintenance of student's post-16 learning aims
- Ensuring accurate recording of QN codes for post 16 courses
- Assist in the maintenance of all student data.
- Assist in setting up new academic year/promotion mapping/pastoral structure.
- Generate timetables for new starters.
- Maintain class lists.
- Promoting and populating class lists for next academic year.
- Support with assessment data, analysis and distribution
- Assist the SIMS Assessment Manager with creating aspects/templates/mark sheets/student reports
- Assist with SIMS Course Manager, SIMS CAS Templates, SIMS In Touch, 4 Matrix programme
- Complete DfE data requirements and returns and the KS5 & KS4 table checking process
- Be responsible for data inputting
- Assist with GCE & GCSE examination results, spreadsheets and analysis
- Assist with KS2 SATs results, spreadsheets and analysis
- Email program results to parents via SIMS In Touch
- Assist with Free School Meal applications and verification with Surrey County Council
- Complete stationery orders

GENERAL DUTIES AND RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Contribute to overall ethos/work/aims of the school.
- Be aware of and support difference and ensure Equal Opportunities for all.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- A good command of the English Language.
- Undertake other duties commensurate with the level of responsibility that may be allocated from time to time

These tasks serve to indicate the range of duties and level of responsibilities involved but they are not exhaustive.

Person Specification: Deputy Examinations Officer and Assessment & Data Administrator

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE English and maths; grade C/4 or above.	
Experience/ Knowledge	<ul style="list-style-type: none">• Capable of using MS Office (Word, Outlook and Excel: particularly databases, spreadsheets, the creation of macros)• Flexibility to prioritise workload/hours during heavy work periods and meet deadlines• Confident in handling numbers, data and an understanding of statistics, spreadsheets and creating complex formulae• Good verbal and written communication skills	<ul style="list-style-type: none">• A good knowledge of SIMS programs in particular: Assessment Manager, Course Manager, Exams Organiser and 4 Matrix Programme• Knowledge and understanding of the current UK Public Examination system
Personal	<ul style="list-style-type: none">• Hardworking• Enthusiastic• Resilient• A strong team player• Good sense of humour• Accuracy and attention to detail• Approachable and friendly nature	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.