



Grove Academy

JOB DESCRIPTION

POST TITLE: Examinations and Data Support Officer

SALARY: L5 SCP 15

CONTRACT TYPE: Full-time/permanent - (subject to satisfactory completion of probationary period)

RESPONSIBLE TO: Senior EA & Operations Manager

MAIN PURPOSE:

Examinations and Data Support Officer

- Responsible for the organisation and smooth running of both internal and external examinations.
- Primary liaison between the school and external examination bodies.
- To be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and ensure that the school is compliant with these before, during, and after examination periods.
- To ensure centrally held data is updated efficiently with a high level of accuracy.

DUTIES AND RESPONSIBILITIES

Main responsibilities:

Planning and Organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary

Exam Management

- Recruit and manage invigilators (arranging training as required)
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Alongside key staff, ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures

- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

Results and Data Management

- Make arrangements for sharing results with students (e.g. results day)
- Ensure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records
- To administrate baseline testing for new starters
- Ensure SLT are supported by provision of accurate data
- Maintain the accuracy of SIMS and other key databases
- Maintaining data records in compliance with GDPR regulations
- Management of the DfE Sign In system for the academy
- Annual submissions including the student census

TRAINING & DEVELOPMENT

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate
- To comply with the school's Health and Safety policy and help to maintain a safe working environment.

OTHER PROFESSIONAL REQUIREMENTS

- Play a full part in the life of the school community, to support its unique vision and ethos and to encourage staff and students to follow this example.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Present themselves in a smart and professional manner befitting of their profession.
- Undertaking additional administrative duties as directed by their line manager.
- To comply with any reasonable request from their line manager.

SAFEGUARDING CHILDREN

- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The HR & Examinations officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this Job Description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their line manager.