

## **HARTFORD CHURCH OF ENGLAND HIGH SCHOOL**

### **JOB DESCRIPTION**

#### **POST: EXAMS AND DATA OFFICER (Job Reference AAAE5032)**

---

#### **BASIC JOB PURPOSE**

In conjunction with the Assistant Headteacher, provide comprehensive information to Senior Management Team and Curriculum Team Leaders on data assessment.

To assist in the management of all aspects of examinations.

#### **MAIN RESPONSIBILITIES**

1. Collection, collation and analysis of assessment, curriculum and pupil data and the production of reports using stored and retrieved data.
2. Design and production of marksheets and report templates and monitoring production of reports. Operation of SIMS Assessment Manager and SIMS Profiles.
3. Management of the data analysis routines to meet the needs of the school as directed by the Assistant Headteacher.
4. Production and distribution of pupil reports (profiles), Records of Achievement and information to parents regarding resetting arrangements.
5. Assisting in the organisation and management of Pupil Progress days, Commendation days and Certificate Evening.
6. Providing support to Examinations Officer for all aspects of work related to examinations for the school.
7. Assisting the Examinations Officer and Assistant Headteacher in the analysis, distribution and publication of external examination results.
8. Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the school.
- 9.