

EXAMINATION AND DATA ADMINISTRATIVE OFFICER

LBR Grade 7 (Pt.23-Pt.25) SALARY RANGE £29,766 pa to £30,711 pa inclusive

5 days per week, Term time plus 10 days, of which some are fixed days in August when the public examinations results are published.

Pro-rata rate of pay is for 46.53 weeks (89.24% fte) £26,563 pa - £27,407 pa (w.e.f. 01/04/2019)

Hours: 36 hours per week (8.00am to 4.00pm but with some flexibility during the public examination periods when an early start and late finish will be needed. Hours in lieu will be given at a less busy time of the year)

KEY ROLES:

- To manage and administer the school's internal and external examinations, including invigilation requirements and entries, in line with awarding body regulations
- To manage and administer the LA's 11+ Testing (under the direction of the Assistant Headteacher – MGR), including invigilation requirements
- To be accountable for a team of invigilators (approx. 10 -13) and their training
- To obtain, compile and produce statistical information for the Headteacher, members of the Senior Management Team, Governors and outside agencies
- To compile and submit school census
- To administer and support teaching staff using SIMS Assessment Performance Analysis, Reporting to parents and ALPS Target Setting
- To produce regular reports for parents in liaison with KS administrators
- To minute Heads of Department meetings (with time off in lieu)
- To carry out other duties and tasks that may reasonably be requested
- To ensure compliance with General Data Protection Act 2018 (GDPR)

PERSON SPECIFICATION:

- We are seeking a calm, flexible, totally dependable and committed team person
- A highly competent ICT user, familiar with spreadsheets and databases
- Strong, literacy, numeracy and oracy skills

YOU WILL NEED:

- Integrity and sensitivity
- A high degree of accuracy and a meticulous eye for detail
- Familiarity with Excel spreadsheets and handling databases
- Excellent forward planning and organisational skills
- Excellent negotiating and interpersonal skills
- The ability to work quickly and methodically in a busy school environment
- The ability to work under pressure to deadlines
- The ability to make decisions after due consultations
- The ability to communicate effectively with staff, students and parents
- Confidentiality

The above and the attached pages indicate the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. The school's administrative team is an integral part of the school and the post will appeal to someone who would enjoy working as part of a busy but friendly team and would take an interest in the life of the school

MAIN RESPONSIBILITIES:

Line Manager: School Business Manager

Examinations

Preparation*

- Liaising with Heads of Department regarding entries (including estimated entries and forecast grades)
- Liaising with students and parents as necessary and providing information, advice and reassurance
- Submitting entries on-line for external examinations to awarding bodies in advance of deadlines
- Ordering examination stationery and ensuring safe custody of examination materials, including question papers in accordance with regulations
- Organising the examination rooms in accordance with regulations
- Providing a centre timetable including dates, times, venues and number of candidates
- Arranging invigilation
- Resolving examination clashes in accordance with regulations
- Applying to awarding bodies for access arrangements and requests for candidates with special considerations
- Arranging external examinations for non-curriculum subjects including community languages.
- Ensuring that the costs of external exams and invigilation are fully recovered
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Ordering papers and making arrangements for mock examinations, including CATs tests, and the production of the timetable, rooming and invigilation
- Making arrangements for University admissions tests

Examination Days*

- Managing the daily running of examinations, delegating to Senior Invigilators as appropriate, to ensure consistency of all examinations rooms at the start of the examinations and that arrangements for candidates with special requirements are in place
- Collecting and despatching worked scripts in accordance with the regulations

Post Examinations*

- Being present in school on the days when results are notified, providing analyses of results and overseeing the distribution of results to candidates
- Processing reviews of results and requests for return of scripts
- Ensuring that costs of retakes and reviews etc are reimbursed by candidates/departments as appropriate
- Overseeing the checking and distribution of certificates for Prize Giving events

Miscellaneous

- Ensuring exam awards are linked correctly to courses in SIMS
- Ensuring attendance at appropriate awarding body and other INSET training meetings etc and keeping up to date with latest procedures and regulations for external examinations. Any changes to procedures and regulations to be communicated to the relevant members of staff.
- Responsibility for the recruitment, selection and training and management of a team of external exam invigilators (approx 10- 13)
- Disseminating information, answering enquiries (often complex) and dealing with complaints regarding external examinations with staff, students, parents and examination boards

Data

- Manage internal and external examination and assessment data
- Develop School Management Information System applications to be used for reporting to parents
- Produce draft and final reports to parents. Provide statistics and analyses of examination entries and results for the Headteacher, Senior Management Team, governors, LA, DfE
- Check DfE and other statistics before publication (e.g. Pupil Survey/FORVUS returns/ Performance tables)

General Administrative Duties

- Respond to a range of requests from members of the Senior Leadership Team
- Provide support and guidance to administrative colleagues
- Alert the SLT and SBM, as appropriate, to any circumstances or concerns
- Assist with incoming calls to Student Support Office (excluding during busy exam times)

*These duties are to be carried out in close consultation with the Deputy Headteacher.