



Job Description

The Role	
Role	Examinations Officer and Data Manager
Employer	Reigate Grammar School
Place of Employment	Riyadh
Reporting To	Head of Senior School
Direct Reports	
Last Revised	February 2026

Purpose of the Job

The Exam Officer and Data Manager will be responsible for the effective planning, administration and compliance of all internal and external examinations, alongside strategic management and analysis of student data to support teaching, learning and school improvement. This combined role integrates two traditionally separate functions to ensure strong alignment between assessment, examinations and data-informed leadership.

Job Responsibilities:

- Plan, coordinate, and administer all external examinations (e.g. IGCSE, A-Level, IB, internal assessments).
- Ensure compliance with awarding body regulations (Cambridge, Pearson, IB, etc.).
- Manage exam entries, timetables, access arrangements, invigilation and results processes.
- Liaise with awarding bodies, inspection teams and internal stakeholders.
- Maintain accurate records and documentation for audits and inspections.
- Lead the organisation of mock examinations and internal assessment cycles.
- Train and coordinate invigilators and relevant staff, if required.
- Ensure confidentiality, security and integrity of examination materials and processes.
- Maintain compliance with JCQ and other regulatory bodies.
- Work closely with and support the academic and pastoral teams to develop and maintain systems for tracking student attendance, wellbeing data, pastoral/behavioural data, attainment, progress and value-added across KS3–KS5 (supporting with assessment data cycles, including but not limited to baseline, formative, summative, mock and final board examination data).
- Develop dashboards for SLT, HOYs, HODs and governors, and use them to create follow-up strategic reports as needed.



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- Support departments in interpreting data to inform curriculum planning and intervention strategies.
- Ensure data accuracy, consistency, and compliance with school policies and external requirements.
- Work closely with IT and systems teams to improve the use of data from iSAMS, CAT4, Progress Tests, mock examination, internal assessments, etc.).
- Contribute to whole-school self-evaluation, inspection preparation and SDP monitoring.
- Provide analytical insights to support strategic decision-making at SLT and SMT level.
- Support the development of a data-informed culture across the school.
- Contribute to assessment policy development and review.
- Work collaboratively with HODs, pastoral leaders, EP, LS and EAL teams, and senior leaders.
- Support the development, execution and follow-up data analysis of stakeholder surveys.
- Identify trends, risks and opportunities in student attendance, behavioural data, performance and exam outcomes.
- Review and improve examination and data processes to enhance efficiency and reliability.
- Develop clear protocols, timelines and guidance for staff.
- Ensure alignment between curriculum, assessment, and reporting systems.
- Support digital transformation in assessment and data management.



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Qualifications and Requirements

1. Experience in examinations administration and/or school data management.
2. Strong understanding of UK and international examination systems.
3. High-level organisational and project management skills.
4. Experience working with school management information systems and assessment platforms.
5. Excellent analytical and data interpretation skills.
6. Strong communication and stakeholder management skills.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and clearance from relevant authorities will be conducted for successful candidates.

Review

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signed: _____
(Employee)

Signed: _____
(Head of School)

Date: _____

Date: _____