STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

DATA AND EXAMS OFFICER

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Manage data required by the School for external and internal use.
2. Maintenance of accurate assessment and reporting data within the school MIS database.
3. Lead on and provide administrative and clerical support for all aspects of business services, but specifically within Data, Assessment and Recording.
4. Be responsible for the exemplary maintenance of student records.
5. Support links with the community, families and local environment.
6. Be responsible for the smooth running and administration of all public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring that the School adheres to all Awarding Bodies' regulations. Be responsible for the running of all internal and external exams.
7. In liaison with the School's Senior Leadership Team, provide assistance and support in the strategic management and effective organisation of the school's assessment, reporting, recording and tracking systems which assist the school in its primary function of teaching and learning.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Data, Assessment and Recording

1.1 Support the transition of new students to the school through the securing and inputting of personal and academic information.

1.2 Be first point of contact for teacher attainment input queries, data collection and associated record keeping.

1.3 Administer the accurate and timely entry and arrangement of internal and external examinations at the school including CAT D and GL assessments.

1.4 Manage the secure receipt and despatch of examination papers for all formal examinations.

1.5 Manage the secure storage and submission of all coursework marks for relevant formal examinations

1.6 Administer and manage the creation and deployment of regular school reports to parents.

1.7 Maintain school MIS modules to ensure accurate information, relating to personal, academic and other relevant aspects, is held on each student.

1.8 Co-ordination and completion of the School Census and other statistical government returns and Trust statistical returns.

1.9 Provide staff training and literature specific to the staff and school's use of MIS software.

1.10 Responsible for the setup, maintenance and support of student assessment trackers within the school MIS software

1.11 Ensure that assessment data held on the students is accurate and complete.

1.12 Analyse academic assessment data to produce reports on progress, effort and behaviour on individual students and cohorts of students at times set out in the assessment calendar.

1.13 Set up and manage systems for tracking the progress of students at each key stage.

1.14 Set up and maintain subject specific mark sheets in line with school policy.

1.15 Manage the production of annual reports and interim reports on the progress of all the students in the school.

1.16 Ensure the year 7 intake's Key Stage 2 data is complete and accurate and imported to the system using DfE supported data source(s).

1.17 Support the administration and arrangement of regular parents' evenings and half-termly performance review meetings with parents.

1.18 Provide information relating to attainment and achievement to managers and senior leaders in the organisation to support the analysis of academic performance.

2. Timetable

2.1 Support the school in the development and production of the school timetable.

2.2 Prepare a new academic year calendar in using the school MIS

2.3 Set up and maintain registration groups, allocate student memberships, tutors and Year Learning Coordinators using the school MIS

2.4 Update and apply periodic and casual changes to courses, teachers and rooms.

3. Exams and School Administration

3.1 Acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.

3.2 Support the maintenance and review of school examination policies in line with regulatory, national and examination board requirements

3.3 Plan and publicise, each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations.

3.4 Liaise with examination boards regarding all aspects of policy relating to examination regulations.

3.5 Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis.

3.6 Be the School's principal link with examination boards, following up queries from Subject Leads and Director of Learning regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by examination boards.

3.7 Liaise with Subject Leads and Directors of Learning regarding all examination entries and the timetable by which entries must be made.

3.8 Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the examination boards.

3.9 Manage the receipt of examination results on results days, analyse all results and prepare for the Principal as instructed. Organise the distribution of results to students (Candidate Statement of Results) and the relevant summaries and data to the Senior Leadership Team, Subject Leads and Directors of Learning.

3.10 When necessary, provide administrative support to the organisation and arrangement of trips and school events.

3.11 Access emails and website; updating the school portal and Virtual Learning Environment as required.

3.12 Maintain manual and computerised records using Management Information Systems if required.

3.13 Undertake and follow specified administrative procedures and processes in a professional manner.

3.14 Participate in training and professional development opportunities as required to fulfil the role.

4. Other Responsibilities

4.1 Be aware of and comply with policies and procedures relating to child protection.

4.2 Work within school policies and procedures.

4.3 Contribute to the provision of an effective environment for learning.

4.4 Support the promotion of positive relationships for parents and outside agencies.

4.5 Be aware of, and respect, the confidential nature of issues within the role.

4.6 Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

4.7 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

4.8 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

4.9 Contribute to the wider life of the Trust and the Star community.

4.10 Carry out any such duties as may be reasonably required by the Trust

5. Records Management

5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview /Task**
QUALIFICATIONS				
1.	5 or more (A*-C) at GCSE including English and Maths.	**E**	✓	
2.	Relevant qualification in ICT/business administration or willingness to work towards.	**E**	✓	
3.	Evidence of Continuous Professional Development.	**E**	✓	
EXPERIENCE				
4.	Minimum 2 years' experience of managing and developing school MIS software and data systems, such as SIMS	**E**	✓	✓
5.	Experience of producing accurate data for reporting and assessment	**E**	✓	✓
6.	Experience of gathering and analysis of information.	**E**	✓	✓
7.	Experience of working in an educational setting.	**E**	✓	✓
8.	Experience of organising exams within a school setting.	**E**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to use MS Office software packages such as Word, Excel, Outlook and Microsoft Access, as well as Explorer and databases.	**E**	✓	✓
10.	Knowledge of statutory data reporting requirements such as school census	**E**	✓	✓
11.	Knowledge of the examinations system and examination board regulations.	**D**	✓	✓
12.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview /Task**
13.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	**E**	✓	✓
14.	Ability to maintain positive relationships with students, staff, parents and members of the community.	**E**	✓	✓
15.	Strong verbal and written communication skills.	**E**	✓	✓
PERSONAL QUALITIES				
16.	A passionate belief in the school's mission statement.	**E**	✓	✓
17.	Strong team working skills.	**E**	✓	✓
18.	Highest levels of professional and personal integrity.	**E**	✓	✓
19.	Excellent interpersonal skills.	**E**	✓	✓
20.	Personal resilience, persistence and perseverance.	**E**	✓	✓
21.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	**E**	✓	✓
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓