

## Job Description

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<b>Job Title</b>	Examinations Coordinator and Data Support
<b>Salary</b>	£18 500 FTE (£16 100 actual)
<b>Type of contract</b>	200 days
<b>Weekly hours</b>	37 hours
<b>Location</b>	South Axholme Academy, Epworth, Doncaster

## Overall Purpose

The Examinations Officer has the responsibility for the efficient and accurate management of all internal and external examinations arrangements across the school for all year groups. As part of the Data, Exams, Timetable and Cover Team, the jobholder provides a support service to all students and staff with exam related issues and undertakes data tasks as requested.

## Key Responsibilities:

- To manage administrative procedures for all areas of external exam related data and correspondence
- To manage admin procedures for all internal exams, including all mock exams, in consultation with the relevant member of SLT
- Take responsibility for the collation and dispatch of coursework
- To assist with the interviewing, training and supervision of a team of invigilators to ensure appropriate numbers are able to be deployed during required sessions
- To provide SLT with information regarding entries, costs and results as required
- To undertake data tasks, supporting with scans, performance summaries, data analysis and timetabling as required

## **Job Description:**

### **EXTERNAL EXAMS**

1. Input of all school exam entries in consultation with the teaching staff using the current Management Information System (MIS). Includes providing pupil identity numbers from database and checking syllabus details from faculties.
2. Check accuracy of all entry documentation from exam boards.
3. Check all exam papers on delivery and arrange secure storage.
4. Preparation of overall and individual exam timetables arranging supervision and timetable variations for students with exam clashes.
5. Organise staffing for timed assessments and oversee the new Internal Assessment procedures to ensure they maintain the integrity of each assignment.
6. Maintain adequate supplies of exam stationery and order more where appropriate.
7. To produce seating plans and timetable statements for all the individual students from the system.
8. Open all exam correspondence and action as appropriate.
9. Liaise with SEN Co-ordinator (SENCO) over students with special arrangements.
10. Arrange rooming for exams to Joint Council Qualification (JCQ) regulations and standards. Inform SLT and other relevant staff as required. The arrangements must be appropriately recorded as they can be inspected at any time to ensure the integrity of all exams.
11. Manage daily arrangements during exam periods, including:
  - Setting out exam papers for each session throughout the year.
  - Briefing exam invigilators and recording hours of attendance for payroll
  - Reporting details of applications for special consideration for students who have been affected on the day of the exam by unforeseen circumstances such as accidents, illnesses or bereavements
  - Collecting and packaging up of exam papers after exams
  - Ensuring safe dispatch of exam scripts

12.To allocate staff and assign tasks over the 4 results days in August. To assume responsibility for downloading the results into the MIS then working with the Data, Exams, Cover and Timetabling Manager to produce the Result Statements in a format required by the school and distribute to students.

13.For all qualifications, check and collate all certificates / statements for distribution or collection by students during Autumn Term.

14.Co-ordinate the Post Results Services required after the results for all Departments, students and parents. Communicate the outcomes, collect fees and sign off the relevant invoices.

15.Manage exams budget including the processes for checking and approval of all exam board invoices and the preparation of individual invoices and receipts for retakes. Provide monitoring reports on expenditure as required to relevant managers.

#### **INTERNAL EXAMS**

16.Manage the processes and arrangements for all internal exams (as for external exams) including:

- Year 7 CAT tests alongside the Data Manager
- Internal mock examinations throughout the year

#### **DATA**

17.To populate and maintain class lists.

18.To assist with Statutory data submissions and Post-16 data.

19.Inputting of data for target setting and mark sheets.

20.To undertake data checking exercises such as required

21.Produce routine reports as required.

#### **OTHER**

22.Organise the team of Exam invigilators including all aspects of their performance, hours of work, availability and succession planning.

23.To liaise with SLT to collate and produce the KS4 Options booklet.

24.Any other reasonable duties as requested by the Principal, SLT or Data, Exams, Cover and Timetabling Manager

## All Academy Staff Should:

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- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy
- Contribute positively and effectively to the whole Academy ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors

- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Please note that South Axholme Academy is committed to the safeguarding and welfare of their students. The successful candidate must be able to satisfy an enhanced DBS check prior to employment within the Academy together with receipt, by the Academy, of two satisfactory references plus medical clearance.