



Exams and Data Officer Job Description

Main purposes of the job:

- Manage all administration in connection with exams procedures to include recruitment and induction of exam invigilators.
- Manage internal exams within the College.
- To assist the Data Manager with administration.
- Pupil supervision.

Attention to detail, flexibility and self-management are key requirements.

Summary of Responsibilities and Personal Duties

(a) Examinations

- Manage arrangements for the overall smooth running of internal and external examinations, ensuring all related administration and preparation is undertaken
- Oversee the smooth running of examinations in the exam rooms
- Meet all deadlines set by examination boards to avoid financial penalties
- Ensure full compliance with examination board regulations, and be the point of contact for examination boards
- Act as principal key holder for exam secure storage
- Liaise with Heads of Department and staff regarding pupil examination entries and submit information to exam boards including estimated entries and amendments
- Disseminate exam information to staff, students, parents/carers and invigilators including key dates, student exam timetables, regulatory guidance, results and post-results services
- Arrange the safe receipt, storage and despatch of examination scripts, coursework samples, attendance registers and certificates
- Co-ordinate the recruitment, training, management and deployment of invigilation staff; including checking and authorisation of pay claims
- Resolve and inform students of examination clashes including arranging candidate supervision
- Manage JCQ inspection visits
- Take responsibility for examination preparations including room set-up, attendance registers, seating plans and stationery
- Maintain the examinations module in Progresso including downloading and setting up of base data, maintaining course links, exporting entries and importing results



- Liaise with the SENCO and be responsible for collating SEN information in order to submit access arrangements to examination boards
- Advise on and implement special consideration requests in liaison with SLT, Heads of Department, and parents/carers
- Update and maintain the College's examination procedures and policies file in accordance with JCQ statutory requirements
- Manage staff access to exam board secure websites
- Check and authorise payment of exam board invoices for the Finance Department
- Handle requests for confirmation of qualifications attained
- Liaise with the finance office to arrange collection of fees for exam entries/resits/post-results services
- For internal examinations, arrange rooming of examinations, re-rooming of timetabled classes, teaching staff invigilation cover and supervised revision sessions
- To organise the administration of university admissions tests
- Organise examination results day for GCE and GCSE
- Manage all post-results requests including requests for grade breakdowns, reviews of marking, access to scripts and appeals
- Invigilate examinations where necessary.

(b) Data Administration

- To assist the Data Manager as requested, with particular regard to school census returns, Course Directory and the DfE checking exercise
- To be a super-user of the MIS system (training to be provided) to ensure continued professional development in relation to the MIS system
- Be conversant with deadline dates and take responsibility for ensuring data requirements are met on time, liaising with staff in school where necessary
- Management of the wide range of data as supplied to and used by the school
- At roll-over and other times of year, assist in the input and extraction of data in liaison with the SLT, Data Manager, Timetabling Manager and school office
- Provide data, as requested by teaching staff and senior managers in a format that is easily accessible
- Produce lists, reports and spreadsheets as requested by various members of staff and outside agencies

(c) Pupil Supervision

**Health and Safety**

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the performance management process - evaluating and improving own practice.

Note

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.