Ref: PS06

Exams and Data Officer – Job Description

Job Title: Exams and Data Officer

Reports to: Assistant Principal (Assessment and Data)

Overall Job Purpose

To contribute to the aim of establishing Trinity Academy as one of the best schools in South West London, ensuring that all pupils achieve to their full potential, by the provision of accurate, consistent and timely examination and assessment arrangements. To contribute to the safeguarding and well being of all pupils.

Accountabilities – Specific

- Develop and implement the Academy's examination policies and procedures to ensure compliance with all relevant regulations.
- Liaise with relevant staff to plan and organise all public examinations. e.g. providing key dates, logging intended examination entries and notifying Examination Boards.
- Supply exam Statements of Entry and timetables to candidates and staff
- Ensure the smooth running of external examinations, including organising all aspects of the Academy's invigilation requirements, room allocations and seating plans.
- Notify Examination Boards of any late candidates, irregularities etc.
- Ensure communication with Examination Boards regarding all aspects of policy and procedure relating to examination regulations; attending any training provided by Examination Boards, the Joint Council for Qualifications (JCQ) and other bodies as appropriate.
- Ensure the delivery and logging of examination papers, ensuring correct and sufficient papers are received and stores securely.
- Ensure the dispatch of completed examination papers and controlled assessments to moderators/examiners.
- Liaise with the SENDCo regarding Access Arrangements for candidates.
- Oversee requests and administer the process for Special Consideration and Enquiries About Results.
- Prepare examination results for distribution to candidates.

- Responsible for the analysis of examination results.
- Collate and co-ordinate examination results, providing reports to SLT, as required.
- Undertake any other duties required, such as Examination Boards' correspondence and collation of certificates.
- To assist the Assistant Principal (Assessment and Data) in ensuring the:

    - Effective development of data collection and tracking systems
    - Quality assurance of internal assessments used at the Academy
    - Moderation of assessment and marking at the Academy
    - Consistent and timely gathering of pupil data
    - Effective interrogation of pupil data
    - Findings are used to improve performance
    - Organisation of Assessment Weeks
    - Production of accurate and timely reports for the Principal, Executive Principal/CEO and the Board of Trustees as required.

Accountabilities – Generic

- Serve as a role model based on high standards and professional conduct.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the Academy's Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development.
- Carry out such duties as may be reasonably assigned by the Principal or Executive Principal.

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Principal or Executive Principal.

Exams and Data Officer – Person Specification

A. Qualifications

	Essential	Desirable
GCSEs (grades A-C) in English and Maths	X	
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
Experience of working in a school or educational environment	X	
Experience of undertaking examination and assessment arrangements.	X	
Competent in the use of Microsoft Office packages and Management Information Systems.	X	
Ability to work with data tracking systems and able to analyse data.	X	
Excellent written and verbal communication skills.	X	
Experience of developing, implementing and maintaining systems and processes.		X
Good numeracy skills.	X	
Excellent organisational and time management skills.	X	
Experience of working as a team member.		X
Ability to work without supervision.	X	
Ability to relate well to children and adults.	X	

C. Knowledge & Understanding

	Essential	Desirable
An understanding of the importance of safeguarding and promoting pupil well being.	X	
Understanding and knowledge of procedures and legislation related to confidentiality.	X	
Knowledge of JCQ regulations.	X	
Knowledge and understanding of making access arrangements to comply with the Equalities Act 2010.	X	
Knowledge of relevant Academy policies / codes of practice.		X
To understand and be able to deliver the vision of the Academy.	X	
To understand and promote the Academy's ethos and values.	X	

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own CPD	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Entrepreneurial approach	X	
Excellent record of attendance and punctuality	X	