

## Job Description

---

**POSITION:** College Data and Exams Officer

**GRADE:** PO1 Spine point 29-31

**RESPONSIBLE TO:** BUSINESS MANAGER

---

### PURPOSE OF THE JOB

To be responsible for New River College management information systems and data. Reporting and organising data for senior leadership, liaising with internal and external stakeholders (staff, awarding bodies, students, parents HR). To ensure the administration and organisation of examinations are carried out in accordance with regulations. To provide effective and confidential support to the Executive Headteacher and senior leadership team.

### REQUIREMENTS FOR THE POST

As the ideal candidate, you will have demonstrable experience in both data management and reporting, able to work with large volumes of complex data. You will be proficient in IT and Microsoft Office packages. The role requires knowledge of school exams regulations and processes.

### MAIN DUTIES

1. To process, input, extract and analyse information from the School's database systems.
2. Provide instructions and/or assist teachers in the entry of data and liaise with them in relation to missing student data
3. Develop and maintain systems for analysing data across all New River College sites, and produce a range of reports relating to staff and pupils as required by the Executive Headteacher, senior leadership team and management committee
4. Maintain and update information held on the MIS including changes to student and staff roles, address and contact information, timetable changes, assessment and examination data
5. Set up and maintain archive files and historical data as well as carrying out specific download requests for data
6. Contribute to the evaluation and development of the effective use of data across New River College and make recommendations to the Senior Leadership Team and the Governing Body
7. Record New River College staff personal data in management information systems, including sickness and other absence
8. Be responsible for ensuring staff and pupil records are accurately entered on management information systems, are kept up to date and held securely
9. Complete statutory returns such as pupil and workforce census for three pupil referral units

10. Regularly check the integrity of all current information held on the school MIS
11. To liaise with Deputy Headteachers /Heads of Centres to collate all aspects of data for new starters
12. Run the administration for the school data drops and school reports
13. To provide updated year and class data sheets as per the school calendar
14. Check and amend all key stage targets as required
15. To run school reports and process all amended as per school calendar
16. Populate all student teaching groups
17. Set up timetables for new students as required
18. Coordinate data mail outs
19. Providing support to ensure that the School timetable information and changes are entered and timetables printed as required
20. Organise and implement additional testing
21. Develop, communicate and be responsible for the e-safety arrangements of the PRUs
22. To be responsible for the administration of public examinations
23. To line manage teachers in relation to carrying out all examination related tasks
24. Submit accurate and timely entries for examinations and qualifications, in liaison with teachers and Deputy Headteachers / Heads of Centre, referring to exam boards as required
25. Monitor and record the receipt of examination papers, stationery and publications from examining bodies and to ensure safe storage in accordance with regulations
26. Collect and dispatch exam papers in line with regulations
27. To liaise with Deputy Headteachers / Heads of Centres on invigilation and arrangements for exams
28. To provide candidate numbers, attendance registers and seating plans, as required in regulations
29. Liaise with SENCO regarding candidates eligible for special arrangements
30. To be present when results are notified and to produce analysis of exam results as soon as possible
31. Keep abreast of GDPR Data Protection legislation and develop policy and procedures to ensure the school is compliant, in liaison with the business manager and data protection officer

32. Be responsible for administrative duties associated with recruitment of staff, in liaison with the business manager and Headteacher
33. Lead on the development and maintenance of a staff handbook, school website and newsletter, in liaison with business manager
34. Co-ordinate induction for new staff and long term supply staff
35. Be responsible for all-staff communications
36. Provide cover for admin officers at lunchtimes and other times as required
37. Provide for admin officers at lunchtimes and other times as required
38. Take minutes at leadership and other meetings as requested by Executive Headteacher
39. Arrange meetings and type letters for the Executive Headteacher from time to time

### **PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post on any of the New River College sites, that may reasonably be required by the Headteacher or Business Manager

### **PERFORMANCE STANDARDS**

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision
- To ensure that New River College policies and standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

## Person Specification

---

**POSITION:** College Data and Exams Officer

**GRADE:** PO1 Spine point 29-31

**RESPONSIBLE TO:** BUSINESS MANAGER

---

### CRITERIA

---

#### ESSENTIAL CRITERIA

##### EDUCATION AND EXPERIENCE

- E.1 Several years' experience working in a school, PRU or other education setting
- E.2 Significant administrative experience at a senior level
- E.3 Level 3 qualification or equivalent
- E.4 Experience, knowledge of administering public examinations
- E.5 Ability to type 40 wpm

##### SKILLS, KNOWLEDGE AND ABILITIES

- E.6 Ability to communicate clearly, concisely and effectively in writing, on the telephone and face to face
- E.7 Advanced knowledge of a range of computer packages, including Excel and Publisher
- E.8 Ability to research topics and to write for a variety of purposes such as reports, articles and letters
- E.9 Ability to develop and maintain accurate computerised and manual records
- E.10 Ability to analyse data and complete statistical reports.
- E.11 Ability to prioritise to ensure that deadlines are met, whilst working under pressure
- E.12 Ability to use own initiative and work proactively
- E.13 Ability to think creatively, anticipate and solve problems
- E.14 Ability to build and maintain effective working relationships with a wide variety of people
- E.15 A diplomatic approach in dealing with difficult situations
- E.16 Ability to maintain strict confidentiality in all matters
- E.17 Ability to deliver services to customers meeting New River College's standard for customer care
- E.18 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service

- E.19 A commitment to deliver services with the framework of NewRiver College's equal opportunities policy
- E.20 Ability to form and maintain appropriate relationships and personal boundaries with children and young people