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| **Post Details** | **Last Updated: September 2021** |
| **Department:** | Administration/Support |
| **Job Title:** | Examinations and Data Officer |
| **Grade:** | SO1 Point 25 | 41 weeks per year  |
| **Responsible to:** | Finance Director |
| **Responsible for:** | Exam invigilators  |
|  **Contracts & Job Purpose Statement****Contacts:** Exam/awarding bodies, Senior Management Team, Heads of Department, Teaching staff, candidates, parents/carers, LA.**Job Purpose:** Responsible for the administration and organisation of all aspects of external examinations and to support the Senior Assistant Head with delivering of high-quality MIS data analysis and reports.**Background Information/Relationships**The post holder will be required to maintain a close working relationship with the SLT.The post holder will have frequent contact with external stakeholders.  |
| *This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.* *Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.* |
| **Person Specification**  |
| **Qualifications and Professional Memberships** | **Essential/Desirable** |
| Educated to GCSE level standard or equivalent with passes including English and Maths at Grade C or above | E |
| **Technical Competencies (Experience and Knowledge)**  | **Essential/Desirable** |
| Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others | E |
| Must be ICT literate efficient in Microsoft Packages, e.g. consult websites, access information, download material/make entries electronically, operate the school’s database, produce and operate spreadsheet packages, produce analyses, use email. | E |
| Be able to prioritise and manage workload. | E |
| Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers. |  E |
| Be able to work in an organised and methodical way and have sound organisational and coordination skills. | E |
| Be able to work effectively under pressure. | E |
| Be able to maintain confidentiality. | E |
| Good understanding of databases – including ability to use database to procedure reports and statistics. | E |
| Experience of using Assessment Manager or similar database. | D |
| **Planning and Organising Resources** |  |
| Ability to plan, prioritise and organise work and resources for self and others | E |
| Be able to work accurately and to work to set deadlines | E |
| **Initiative & Problem Solving** |  |
| Ability to work without close supervision and maintain a high quality of work | E |
| Ability to demonstrate the use of initiative and creativity in resolving problems | E |
| Measured approach to situations, weighs up pros and cons of decisions | E |
| Ability to resolve day to day problems | E |
| **Analysis & Research** |  |
| Analytical Skills | E |
| Ability to produce relevant statistical information, business reports and make presentations, as required | E |
| Experience of conducting research, identifying appropriate methods of analysis | E |
| Ability to analyse routine data or information using predetermined procedures and gathering the information from standard sources | D |
| **Sensory & Physical Demands** |  |
| IT Literate with the confidence to tackle new systems and software | E |
| Provision of relevant information to update School Website | E |
| **Pastoral Care & Welfare** |  |
| Ability to deal confidentially and sensitively with team members | E |
| Ability to recognise when a team member needs to be referred elsewhere for support and assistance | E |
| **Team Development** |  |
| In possession of a team player attitude | E |
| Ability and interest in the encouragement and support of others in the team | E |
| Ability to share knowledge in a coaching/mentoring role | E |
| Experience of carrying out appraisals, identify appropriate development plans for team members and give constructive feedback | D |
| Confidence to assist with induction of new team members as required | E |
| **Communication**Adaptability / FlexibilityCustomer/Client service and supportPlanning and OrganisingTeamworkContinuous ImprovementCreative and Analytical ThinkingInfluencing, Persuasion and Negotiation Skills |  |
| **Organisational Information** |
| All staff are expected to:Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.Help maintain a safe working environment by:* Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
* Following local codes of safe working practices and the school’s Health and Safety Policy.
* Undertake such other duties within the scope of the post as may be requested by your Manager.
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| Main Responsibilities/Activities: |
| ***This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.*** ***More specifically the post holder will be expected to:*** |
| **Key responsibilities:** the main responsibilities of the post will include:* To be responsible for examination entries for external exams to the examination boards for public exams
* Liaising with all staff, eg heads of department regarding entries.
* Dealing with exam inspections
* Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
* Submitting entries for external examinations to awarding bodies in advance of deadlines.
* Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
* Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
* Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
* Organising the examination rooms, in accordance with regulations.
* Providing a centre timetable to include dates, times, venues and number of candidates.
* Resolving examination clashes in accordance with regulations.
* Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
* Collecting and despatching worked scripts in accordance with the regulations.
* Arranging invigilation, including briefing and training invigilators in school procedures.
* Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
* Producing analyses of examination results as soon as practicable.
* Providing statistics on examination entries and results for the headteacher/principal, senior management team, governors, LA, DfE, etc.
* Checking DfE and other examination statistics before publication.
* Overseeing the checking and distribution of certificates.
* Processing enquiries about results and requests for return of scripts.
* Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate.
* Encouraging a positive examination culture in the school to which all staff and students subscribe.
* Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.
* Making external examination arrangements for private candidates.
* Arranging external examinations for non-curriculum subjects, including community languages.
* Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
* Compile and distribute Year 11 Sixth Form references
* Co-ordinate and maintain upkeep of student progress boards (war boards) and school display boards
* Any other reasonable duties as commensurate with the grading of the post.

**Managing staff and finances -** Where appropriate:* Be responsible for the management and supervision of invigilators

**Data Analysis:*** To assist the Senior Assistant Head provide timely and accurate data from the school tracking system to support planned intervention
* To work closely with HOYs to provide accurate data and improvements to current processes.
* Assist the SLT in appropriate areas of the day to day operation of the school as required
* To assist the Head of MIS in all aspects of creating and updating the school timetable.
* To liaise with staff in the organisation for Certificate Evening.
* Production of all student reports in collaboration with data manager; coding the report specification and liaising with teaching staff for spot checks, to ensure timely and accurate reporting to parents/carers.
* To download baseline data and prepare targets for students
* To upload data into 4Matrix and spreadsheets for tracking purposes
* Undertake other duties as may be required to provide an effective service as directed by the line manager.
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