

LBTS JOB DESCRIPTION

Post Title: Exams Officer & Data Manager

Responsible to: Assistant Head: Achievement

Position Type: Full-Time (Initial 1 year contract)

Salary: SO2 £40,389-£42,855

Job Summary:

The Exams Officer & Data Manager is responsible for overseeing all aspects of internal and external examinations at Lilian Baylis Technology School, as well as management and analysis of student data. This combined role will require a skilled professional who can ensure the smooth running of all exams and assessments, while also maintaining accurate student records and supporting data-driven decision-making within the school.

Key Responsibilities:

- **Exam Planning and Coordination:**
 - Oversee the entire examination process from start to finish, ensuring compliance with relevant regulations (e.g., JCQ guidelines).
 - Oversee the scheduling and organisation of all internal and external exams, ensuring that they are conducted in line with the school's academic calendar and examination board requirements.
 - Work with the Senior Leadership Team (SLT) to ensure all exam-related deadlines are met.
 - Liaise with subject leaders, Heads of Departments, and other relevant staff to plan for exam timetables and resources.
 - Coordinate the preparation of exam venues, including ensuring the proper invigilation and adherence to exam protocols.
 - Contribute to developing Exams related policies and procedures
 - Contribute to aspects of whole school CPD relating to Exams, Assessments & Reporting, where required
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- **Exam Entries and Registration:**
 - Liaise with examination boards to arrange exam timetables, entry details, and ensure the accuracy of student entries.
 - Manage student entries for public exams (including GCSE, A-Level, BTEC & T Level) and internal assessments, ensuring that all students are correctly registered.
 - Ensure that special educational needs (SEN) students are appropriately supported with adjustments, as per the requirements of exam boards.
- **Exam Security and Compliance:**
 - Maintain strict confidentiality and adhere to all exam board regulations, including the secure storage of exam papers and materials.
 - Ensure that all staff involved in exams are briefed on their responsibilities and that all invigilator duties are appropriately managed.
 - Maintain exam records, including student attendance, exam scripts, and results.
 - Ensure the safe storage and dispatch of exam papers, following all security procedures.
- **Student Support and Communication:**

- Provide clear communication to students, parents, and staff regarding exam timetables, locations, seating plans, and requirements.
- Offer guidance to students regarding exam procedures, special considerations, and any other concerns related to assessments.
- Provide support to students with special educational needs (SEN) for access arrangements, in accordance with JCQ guidelines.
- **Invigilation and Staff Management:**
 - Manage the recruitment and training of exam invigilators, ensuring they are fully prepared for the exam sessions.
 - Coordinate and manage invigilators for both internal and external exams.
- **Post-Exam Procedures:**
 - Manage post-exam activities, including result processing, feedback, and any necessary appeals.
 - Manage the collection, distribution, and reporting of results to students, parents, and staff.
 - Ensure that all post-exam paperwork is completed accurately, including return of scripts to exam boards and submission of marks for internal assessments.
 - Resolve any exam-related queries from students, parents, or staff in a timely and professional manner.
- **Record Keeping and Reporting:**
 - Maintain accurate records of student exam entries, results, and any required special considerations.
 - Upload data onto analysis tools, including FFT & ALPs
 - Generate reports for SLT and other relevant stakeholders regarding exam performance and trends.
 - Create reports for parents, following both internal and/or external examinations
- **Compliance with Examination Board Guidelines:**
 - Stay up-to-date with exam regulations, policies, and changes issued by examination boards (e.g., JCQ, Ofqual) and implement these changes within the school's exam procedures.
- **Other Examination Duties:**
 - Assist in the preparation of internal assessment schedules, mock exams, and other academic testing.
 - Provide assistance with general administrative tasks as required.
 - Manage the budget for Exams
- **Data Manager Responsibilities:**
 - Collect, manage, and maintain accurate student data records (e.g., assessment results, attendance, behaviour, and demographic information) on the school's data management system (SIMS)
 - Generate and analyze student performance data to support teachers, leaders, and stakeholders in making data-driven decisions to improve student outcomes.
 - Provide regular reports and data analysis on key performance indicators (KPIs), including attainment, progress, and other relevant metrics.
 - Ensure the confidentiality and security of student data, adhering to data protection regulations (GDPR).
 - Assist with the development and implementation of data strategies to support the school's strategic goals and continuous improvement.
 - Support staff in the use of data to inform teaching, learning, and interventions, providing training as needed.
 - Assist in the preparation for internal and external assessments, inspections, and audits.
 - Oversee the creation and updating of student records for transitions, reports, and academic progress tracking.
 - Lead on the school CENSUS Reports, including liaison with key staff to generate, check, amend and submit all Census Reports

Statutory

- To be aware of the responsibilities under General Data Protection Regulation for the security, accuracy and significance of the personal data held in the school systems.
- To take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
- To understand and implement all School and Council policies with particular regard for Safeguarding, Health & Safety, Equal Opportunities and Customer care.
- To promote positively the image of the school at all times.

Person Specification:

Essential:

- Strong knowledge and understanding of exam processes, policies, and regulations, including those set by JCQ (Joint Council for Qualifications).
- Experience in managing data and working with school management information systems (SIMS, Arbor, etc.).
- Excellent organizational and time management skills, with the ability to manage multiple tasks effectively.
- Strong attention to detail and accuracy, particularly in handling confidential information.
- Excellent communication skills, with the ability to liaise with students, staff, and external stakeholders.
- Ability to work under pressure, especially during peak exam periods.
- Ability to work independently and as part of a team, demonstrating initiative and problem-solving capabilities.
- A relevant qualification in data management, education administration, or a related field is preferred.

Desirable:

- Experience with exam software and systems.
- Knowledge of student support provisions for special educational needs and disabilities (SEND) in exams.
- Experience in leading and managing a team of invigilators.

Personal Attributes:

- Professional and approachable manner.
- High level of integrity and confidentiality.
- Ability to work under pressure and meet deadlines.
- Proactive and solution-oriented attitude.
- Commitment to safeguarding and promoting the welfare of children and young people.

This job description outlines the main duties and responsibilities of the Exams Officer / Data Manager role. It is not intended to be an exhaustive list, and the postholder may be asked to take on additional responsibilities as required by the school.