

Data and Exams Officer Job Description and Person Specification

Post title:	Data and Exams Officer
School:	St Annes RC Voluntary Academy
Pay range:	Scale 5 Points 12 – 17 (NJC) Term Time plus 2 weeks
Line manager:	SLT lead for exams

Job Description

Core purpose

- To ensure that the administration, planning, organisation and conduct of examinations takes place efficiently, smoothly and in accordance with all relevant regulations.
- Responsibilities relate to all external and internal examinations.
- To ensure the distribution of results to all legitimately interested parties.
- To manage the school's management system-SIMS & SISRA in respect of internal data and examinations.
- To manage and analyse school performance using MIS and data analysis systems such as SIMS and SISRA.
- To provide stakeholders with required data in line with the school assessment calendar.

Duties and responsibilities

ADMINISTRATION

- Ensure that the organisation and conduct of examinations adhere to all relevant regulations, including those of the examination boards and the school.
- Act as first point of contact and enquiry for examination-related matters, with colleagues, pupils, Examination Boards, colleges, parents, and others
- Collate, check and record in SIMS all examination entries including external candidates, ensure entries are processed on time and submitted to the awarding Bodies.
- Ensure that any candidates' special needs or circumstances are made known to the Examination Boards in liaison with the SENCO
- Ensure secure storage of all examination materials and documentation, observing all relevant regulations.
- Plan, publish and display examination timetables, resolving any timetable clashes, and arrange for the printing and issuing of individual candidate timetables.
- Organise an invigilation timetable, to make sure sufficient staff are available to cover examinations.
- Publish and monitor the school's expectations of candidates during examinations.
- Ensure appropriate examination rooms are available and oversee the supply of materials and the conduct of all external examinations.

- Manage any emergencies on the days of external examinations in the interests of candidates and process any reports to the examination boards on misconduct or sickness.
- Pack all examination scripts and coursework samples and oversee dispatch to moderators and examiners.
- Receive and process examination results from awarding bodies, ensuring the safe electronic storage of such data, and arrange the distribution of results to candidates, staff and other organisations as required.
- Make arrangements for the collection of exam fees in conjunction with Finance where appropriate.
- Providing analysis of exam results to all interested parties including Senior staff, members of staff, School governors, the Diocese and other organisations
- Implement the Examination Board's Post Results Services if requested by pupils or members of staff
- Enact the appeals procedure when appropriate
- Receive and arrange the distribution of certificates
- To be responsible for estimating and monitoring the examinations budget
- Verify invoices received from exam boards
- Liaise with Curriculum Managers to produce documentation for external exams
- Update and maintain all policy and procedural documents for the administration of examinations within the school
- Make arrangements for the conduct of mock examinations within school
- Ensure any external candidates are entered, charged and updated accordingly

Personnel

- Manage the recruitment of invigilators to deploy as required
- Train staff as necessary, including staff new into their role, in the requirements of the examinations process

Management

- To be responsible for managing the development, maintenance, security, collection, analysis and use of data within the school using the school MIS system and data system
- Provide clear, concise, accurate information to support raising standards of performance in school
- Set up, maintain and review highly complex data to allow for both the effective intervention with pupils within school and to support in depth analysis of teacher, subject and curriculum performance as part of the school self-evaluation process
- Analyse, problem solve and develop solutions and/or strategies with senior leaders to enable the most effective use of data to contribute towards school improvement, to raise achievement and support learning
- Provide a lead on data analysis
- Work with the Trust, Local Authority and other agencies to establish best practice and shared expertise in the collection analysis, sharing and use of data
- Process and manipulate assessment data including designing templates and spread sheets with appropriate formulae for data collection and analysis
- Provide data, statistics and assessment data as needed
- Provide advice and training on how to use and access data from the system

- Manage and develop our progress monitoring and reporting system
- Report data to parents, pupils, SLT, staff and the governing body as required and in a form that suits their needs
- Keep up to date with the development of data management systems and best practice in the relevant areas of work

Additional

Subject to the duration of the need, the special conditions given below apply:

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school and disseminate as required
- Work to promote and apply the schools Safeguarding and Child Protection policy and practices
- Work to promote and apply the schools Equality and Diversity policy and practices
- The post holder will respect confidentiality issues linked to home/pupil/teacher/school work and to keep confidentiality as appropriate
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school policies and procedures including Health and Safety
- The post holder will be required to undertake general administrative tasks as required

Subject to the duration of the need and by negotiation, the special conditions given below apply

- The post holder will proactively undertake pupil supervision as required as part of a wider staff team, e.g. fire drill duty,
- The post holder may be required to provide assistance with the invigilation of examinations
- The post holder may be required to be an appointed person for first aid and medical duties
- The post holder may be required to accompany and supervise pupils on educational visits

It is vital to the school ethos that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the team, and treats co-operation and support for colleagues as a top priority.

PERSONAL AND PROFESSIONAL CONDUCT

All adults working in a school context are expected to demonstrate consistently high standards of personal and professional conduct.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Examinations and Data Manager

For this job we are looking for:

Knowledge and understanding of the external examination systems.

Demonstrable ability to operate various software packages and information technology systems.

Experience of effectively managing a budget

Good keyboard and mouse dexterity and the ability to operate information technology equipment.

Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public.

Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.

Ability to work on own initiative and plan own workload.

Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences.

Experience of developing plans and strategies for future implementation.

Willingness to abide by the school policies.

The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).