

Emerson Park Academy



Job title:	Exams & Data Officer
Grade:	SO1 (£38,256 - £39,276) FTE Pro Rata (£36,196 -£37,161)
Contract Type	Permanent – Term Time – Full time (36 Hours per week)
Reports to:	Deputy Head Teacher
Staff managed (if any):	Exam Invigilators (Casual)

Job Purpose and Context

The Examinations & Data Officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.

The postholder will be required to work alongside the Data Team during term time plus INSET days and 5 extra days which includes the examination results period in the summer holidays, to undertake the administration of Exam results. Working hours during exam period only would normally be between 8am-5pm. Outside the exam periods, the normal working hours will be 8am – 4pm.

Duties, Roles and Responsibilities

Planning and Organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these

- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary
- To help maintain the school management systems (SIMS) offering support and training for teachers and support staff.

Exam Management

- Ensure examination entries are sent to the Examination Boards by the deadline date using Webxchange (EDI). Draw up seating plans and pupil individual timetables using the Exams Module in the SIMS.net package.
- Draw up examination timetables as soon as is practicable in order to determine issues related to general centre planning, invigilation, study leave.
- Liaise with Heads of Faculty with regard to pupil entries.
- Ensure all students have been allocated a ULN (Unique Learning Number) via MIAP.
- Recruit, train and manage invigilators as required. Devise timetables for invigilators
- Provide training as is necessary on new exam procedures and policies.
- Produce Exam Policy Handbook for staff and pupils with regard to procedures and conduct.
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Produce special consideration requests as required.
- Manage any unexpected issues or emergencies that arise during an examination session

- Submit reports to examining bodies, as required
- Check in all examination papers and ensure that the storage and the security of the papers meets examination board regulations.
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers

Results and Data Management

- Make arrangements for sharing results with students (e.g. results day)
- Ensure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Check all exam Certificates from the Exam Boards, arrange receipt and distribution of examination certificates to candidates before issuing to pupils.
- Collect, receipt and bank re-sit examination fees from pupils.
- Liaise with parents, pupils, exam boards and staff with regard to queries, complaints and disseminate information about public and internal exams to pupils, parents and staff
- Check all examination fees and charges.
- Arrange re-marks and provide reports with regard to queries about exam results to the Examination Boards.
- Meet with the Exam Inspector and provide all the necessary information required.
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines and keep up to date with examination requirements including the development of appropriate computer systems that meet the needs of the public examination system
- Manage retention of results, including certificates, for the school's records
- Analysis of school data (including public exam results and other performance data) and maintain leadership tracking sheets in collaboration with the Data Team.
- To undertake the termly census in partnership with the Data Team and such other statistical returns as may be required of the Academy.
- Respond to and provide reports which are requested by outside agencies by using computerised management information systems and/or paper-based filing systems to enter, record and retrieve data and make returns required by a variety of sources.
- Respond to and provide relevant references for past students and other related admin duties/tasks as required.

Training and Development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
- To take part in the school performance management system.

The examinations officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Examinations & Data officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Deputy Head Teacher.

Notes:

1. The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

Signed **Date**

Signed **Date**
Headteacher

Exams & Data Officer Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and manage and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by teachers	✓		Interview
Ability to manage and coordinate administrative services	✓		Application & interview
Ability to keep calm and work quickly under pressure	✓		Application & interview
Ability to work across multiple projects and deadlines	✓		Application & interview
Ability to follow policies and procedures set by the Academy and external agencies	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of school office systems, procedures and policies	✓		Application & interview
Data Analysis		✓	Application & interview
Polite and effective interpersonal skills	✓		Interview
Time Management and planning	✓		Interview
Qualifications and experience			
ICT certification to support word processing skills, database and spreadsheet skills		✓	Application & interview
Experience or training in data managements systems		✓	Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
NVQ Level III or equivalent qualification in administration and organisation		✓	Application
Three years relevant experience in administration and organisation	✓		Application & interview

Experience in the SIMS computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview