

Data and Examinations Officer Job Description

1. JOB TITLE	Data and Examinations Officer
2. GRADE	SO1/2 Full time 36 hours
3. SUPERVISED BY	School Business Manager/SLT
4. SUPERVISION EXERCISED	Directly: Nil Indirectly: Nil
5. CONTACTS	Internal: Staff and students External: Awarding bodies, students, parents, schools, and colleges.

Key objective of the role:

To be responsible for the school's development and use of their Management Information System (SIMS) to support school improvement and data systems including responsibility for the planning and delivery of the school's exams ensuring that the academy adheres to all regulations, in addition to supporting the administrative functions of the school office

Data Management

- To create, oversee and develop the use of data for the Senior Leadership Team and for teaching staff across all aspects of the school's activities
- Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance
- To work with the SLT to regularly review data systems, procedures and working practices
- To attend SLT and ELT meetings to present and further investigate data trends

- Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff
- To compile complex spreadsheets as required and to design complex SIMS reports. Collate data from internal and external assessments, generating pupil target grades for individual student reports.
- Distribution and interpretation of data reports e.g., progress data, behaviour
- To be responsible for the school's census returns, ensuring accurate records are maintained for each student and reporting as required to the Department for Education
- To provide ICT skills and knowledge to support data management across the school, supporting in depth analysis of individual teacher, subject and curriculum performance. Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management
- To work with the SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for DfE reporting points
- To work with the School Business Manager in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number
- To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools
- To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets

Examinations

To ensure that the undertaking and delivery of the activities outlined below:

- Ensure the effective organisation of sittings for all examinations, including booking of spaces, seating, resolving clashes and creating the annual timetable for administration of all examinations and tests
- Make arrangements for students taking examinations that have requirements e.g., access arrangements or that are out of the ordinary
- Ensure the effective administration of examination entries e.g., from ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards.
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team and to organise the distribution of results to students
- Ensure safe arrival, storage, delivery and logging of examination papers and other examination materials sent by the Examination Boards
- Plan and organise the school revision cycle activities of masterclass and warm up sessions in preparation for national examinations.

Communication

- Ensure relevant data and information is communicated to candidates, staff, and management.
- Ensure effective communication to and from examination boards including:
 - Entries Coursework marks
 - Estimated grades
 - Access arrangements liaise with SENCO Special considerations
 - Dissemination of results and certificates
 - Cash-ins and declines of grades
 - Requests for enquiries about results
 - Requests for return of scripts
 - Details of syllabuses/training courses

Finance

- Be responsible for the Examinations budget, liaising with the principal and keep accurate and up-to-date records of examination entry costs and other relevant financial issues.
- Ensure that all entry fees are paid by the Finance Department
- Authorise invoices for charges raised in respect of candidate entries
- Collate financial information regarding exam re-sits.
- Liaise with schools on the commissioning of school places and maintain financial records related to their purchase.

Development

- Acquire, maintain, and share up-to-date knowledge of the examinations system, examination Board regulations and any changes which occur within the examinations field.
- Liaise with Examination Boards regarding all aspects of policy relating to examination regulations and ensure adoption of best policy and practice within the academy.
- Fully utilise computer systems and internet processes for examination administration

Invigilation

- Recruit, train and monitor internal invigilators for each examination sessions. The daily management of invigilators is the ultimate responsibility remains with the post holder
- Ensure smooth running of examinations
- Ensure invigilator timetable is produced, that invigilators are trained and that invigilators are supported.

General

- Liaise with managers and staff as necessary on matters regarding data and examinations
- Attendance at staff meetings and INSET activities where relevant
- Support the administrative duties that pertain to the successful operation of the school office
- Adhere to the school Equal Opportunities policy.
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks

Data and Examinations Officer

Person Specification

This person specification will be used for recruitment of the Data and Examinations Officer, it will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
Educated to GCSE standard in English and Maths	√		Checked certificates
Level 3 qualification in a relevant field e.g., administration.	√		Checked certificates
STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
Level 1 Safeguarding training	√		Pre-application question
EXPERIENCE (describe)	ESSENTIAL	DESIRABLE	TESTING METHOD
Experience of working in an administration role.	√		Pre-application question
Experience of supervising others		√	Pre-application question
Experience of exam invigilation	√		Pre-application question
Experience of the management information system - SIMS.net	√		Pre-application question
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	√		Pre-application question
Experience of providing training, guidance, and support to others.	√		Pre-application question
Able to establish good collaborative relationships and networks	√		Interview
KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE	TESTING METHOD
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.	√		Interview
Knowledge of invigilation procedures.	√		Interview

Knowledge of Excel MS Office.	√		Pre-application question
Analytical and report writing skills.	√		Interview
Excellent record keeping skills and attention to detail, to produce accurate reports	√		Interview
Effective communication and interpersonal skills	√		Interview
Ability to build effective working relationships with staff and other stakeholders	√		Interview
Act with integrity, honesty, loyalty, and fairness to safeguard the assets, financial integrity, and reputation of the school	√		Interview
Ability to work under pressure and prioritise effectively	√		Interview
COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√		Interview
Ability to show initiative and to prioritise one's own work.	√		Interview
“Can do” positive attitude Enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	√		Interview
Takes responsibility and delivers results Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed	√		Scored application question
Takes ownership of personal development Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	√		Scored application question

As part of Orchard Hill College& Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.