

Job Description

Post: Exams and Data Officer

Salary Grade: H 1-3 depending on experience

Full time, permanent

Line Manager: SIMS and Curriculum Manager

Overarching responsibilities of this post:

You will provide effective support to the SIMS and Curriculum Manager enabling him/her to successfully lead on examinations, data systems and processes.

- Assisting with the collection, collation and storage of assessment data.
- Being responsible for the administration, organisation and smooth running of external and internal examinations and assessments, including ensuring that the member of staff who arranges access testing has communicated and organised necessary arrangements so that they have maximum impact on student outcomes
- Operational management of the exams invigilators and to appraise them.
- Supporting all aspects of administration to allow the academy to run effectively, including but not limited to:
 - External communication through:
 - Phone
 - Email
 - Letter
 - Reception duties
 - Meetings
 - Information evenings
 - Working with student support and pastoral teams.
 - Working with the SENDCo and Compass Team where appropriate to ensure adequate delivery of access arrangements to meet individual student needs.

Initial tasks of the role:

Data:

- Work with the SIMS and Curriculum Manager in the administration of the MIS and all associated software.

- Work with the SIMS and Curriculum Manager to ensure timely maintenance of all school data held within the MIS including any data collection and in-house data checks to ensure all returns are accurate, appropriate and fit for purpose.
- Work with the SIMS and Curriculum Manager to ensure processes involving student assessment and reporting are within the MIS as per the school reporting calendar and to ensure staff adhere to deadlines and that appropriate action is taken when deadlines are missed.
- Ensure reports are created and sent out in a timely manner.

Exams:

- To provide information, advice and support to all relevant stakeholders on all assessment activities.
- To liaise with the SENDCO to make sure all candidates have the assistance they need for internal and external exams and organise all arrangements.
- To liaise with other schools, LA, Examining Boards and DfE as appropriate and necessary in association with public examinations.
- To lead the preparation and oversee all public examinations information necessary to comply with statutory requirements.
- To advise the senior leadership team on statutory information requirements concerning public examinations.
- To delegate responsibility for the arrangement of accommodation and resources for all examinations.
- To be the academy contact for all exam boards and to ensure compliance by inspecting systems & processes and submitting reports.
- To lead the organisation of all Internal Exams to include Internal Mock GCSE and where necessary end of semester assessments and end of year exams.
- Responsible for the procedures relating to the management of CAT testing of students and any other tests/assessments chosen by the senior team.
- To manage new qualifications as they come online.
- To lead certificate checking and distribution.
- To administer and support the post results' services, including examinations appeals and access to scripts.
- To lead the administration and payment for post results' services and re-sits.
- To supply subject leaders with past examination material and arrange for exemplar scripts as necessary/required by budget holders.
- To manage the allocated budget for invigilation without overspend and to review with senior leadership team the full exams budget annually in accordance with the academy's procedures and regulations to ensure 'best value'.
- To be responsible for the appointing, training and allocation of duties for external invigilators and ensure the exam season is highly effectively run and administered.
- To be a full member of the academy administration team and undertake tasks associated with support staff roles as and when needed to ensure the effective running of the academy on a day to day basis.
- This is not an exhaustive list and the post-holder will be required to undertake additional tasks appropriate to the role as directed by the Principal.

Overall Responsibilities

- Send out dates of mocks and other submission deadlines by end of September.
- Create a programme of recruitment and training materials for invigilators.
- Organise relevant safeguarding training for invigilators.

General Requirement

The post holder will be required to fulfil the function of being one of a team of First Aid at Work Practitioners, as well as being Fire/Health and Safety Warden as required. Suitable training will be provided where qualification is necessary.

This is not an exhaustive list and the post holder will be required to undertake additional tasks appropriate to the role and the effective running of the academy at the direction of the Principal.