



Examinations and Data Officer

JOB DESCRIPTION

RESPONSIBLE TO: The Member of the Senior Leadership Team responsible for Assessment & Examinations.

JOB PURPOSE: To be responsible for the school reporting processes, tracking of academic data, timetabling, invigilation and submission of external examinations, adhering to JCQ regulations, procedures and deadlines to ensure minimal difficulties for teachers and students during the examinations period. 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.

Principal Accountabilities:

Preparation for Exams

- Liaise with SIMS Manager where appropriate to ensure all Year 10 and 11 students are allocated Unique Personal Numbers (UPN's) and these are entered onto SIMS accurately.
- Prepare the Exams module of SIMS for the forthcoming year of exams, reflecting as accurately as possible the exams to be sat and the numbers taking them.
- Adhere to strict JCQ regulations at all times throughout the exams process.
- Ensure all members of staff are fully aware of the regulations, particularly any that are specific to their department.
- Timely submission of entries to exam boards.
- Liaise with SLT, Heads of Department and Heads of Year on entries to external exams board at GCSE/ Vocational qualifications.
- Co-ordinate with teachers to submit controlled assessments to external examination boards where requested in order to meet the strict Exam Board deadlines.
- Receive and securely store external examination papers, checking all required papers are received and adhering to JCQ protocol about logging of papers.



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- Liaise with the Data Manager to ensure the swift analysis of external examination results.
- Liaise with the Special Needs and Disabilities Coordinator to ascertain access arrangements for students ensuring such students are not disadvantaged during the exam process.
- Submit applications for special consideration for disadvantaged students during the exam season.
- Brief students on conduct during exams ensuring rules and regulations are adhered to, keeping offences/breaches to a minimum. Ensure records of briefings are kept to meet JCQ requirements.
- Provide regular training to invigilators as well as briefing papers to staff on invigilation, to maintain a high level of professionalism from all exam staff. Keep records of training in order to comply with JCQ requirements
- Keep up to date with the latest regulations from JCQ and the exam boards and communicate updates with all relevant parties promptly.

Timetabling and Invigilation

- Timetable Mock examinations, liaising with teachers on length of papers and numbers of students sitting the exam.
- Ensure adequate invigilation for all exams, appointing, training and deploying external invigilators where required and to meet JCQ requirements at all times whilst also allowing for last minute requirements or illness.
- Liaise with site manager about rooms and layout requirements, ensuring full understanding of requirements.
- Resolve any clashes of exams for students, whilst adhering to the JCQ regulations to ensure the integrity of all exams.
- Co-ordinate paperwork and payment of invigilators.

Exams and results

- Report definite and suspected breaches of exam regulations to the headteacher for follow-up and then to JCQ.
- Be responsible for the collection and posting of examinations scripts to the external examinations' boards, ensuring records are kept of their postage and that all deadlines are met.
- Contact students and parents to retrieve fees for students who did not attend their exam(s), in line with school policy.
- Oversee downloading and distribution of exam results, checking for accuracy. This occurs during the summer holidays, the day before results are released to students.



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- Be present on results day in August to assist teachers in efficiently handing out results and to deal sympathetically with any queries or complaints from students and parents.
- Make arrangements for the post exam services such as the review of results where required and appropriate.
- Check accuracy of results and certificates.

Reports

- Provide departmental breakdown of exam results.
- Produce exam booklet.
- Provision of data to Governors, LEA, Deputy, Headteacher and other interested parties as required.

Academic Data provision & maintenance

- Assist the Deputy Head and Assistant Heads with the accurate maintenance and updating of sets including the processes relating to students' options and school banding processes
- Administration in relation to value added statistics of the school
- Provide the export of data required by internal sources and external organisations and import of required externally supplied data
- Assisting with the completion of the Annual DfE School Census and other data returns for external agencies
- Working with the Heads of Year to collate data on attendance, punctuality and sanctions
- Develop the use of the Parent Portal as an effective means of communication with the parents.
- Management of the school's Parent Evening appointment process.
- In liaison with the IT Team co-ordinate the integration between the database and other current and future school databases and systems.
- Maintain the links and data flows between the school's data systems and develop these as necessary.
- Liaise with third party software vendors on maintenance issues and any custom requirements / reports.
- In liaison with the IT Team ensure data is backed up, archived and/or deleted as appropriate and access controls comply to all relevant school policies and applicable regulations

Academic reporting



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- Managing the assessment, recording and reporting process within the school including production of reports (according to the schedule provided by the Senior Leadership Team), communicating with teaching staff to highlight deadlines to all parties publishing reports to parents via the parent portal and after each reporting cycle updating the tracking module and providing summary information to the Heads of Year
- Working with the Heads of Year to collate statistical data on report grades, exam performance and progress data as required
- Assist the Senior Leadership Team in the development of a range of impact reports using both academic and business data.

Development

- Promote new IT features and consider if and when to implement new features in consultation with appropriate stakeholders.
- To keep abreast of changes in industry data management standards and products and to advise line management in this regard.
- To be responsible for reviewing and informing the school about any forthcoming version changes to products used.

Data Protection

- Comply with all relevant GDPR and data sharing regulations.

Corporate and statutory initiatives – equalities/ health and safety/government/sustainability

- Apply and enforce all HCC guidelines and statutory obligations in these areas to ensure compliance.
- Identify and offer to the team all suitable training and development opportunities in these areas.
- Be aware of and take responsibility for all aspects of safeguarding and promoting the welfare of children.
- Participate in all aspects of training and development.
- Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.



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This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.



SKILLS AND QUALIFICATIONS

Entry criteria: Necessary role-related knowledge, skills and experience at selection

Essential

- GCSE grade C+ in English and Maths (or equivalent)
- Ability to remain calm under pressure
- Highly organised, meticulous and able to work to tight deadlines
- Intermediate to advanced Excel skills
- Ability to lead others and work as part of a team or independently
- Working knowledge of data handling to comply with outside agency requests regarding exam data
- Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance
- Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.

Desirable

- Experience of working with SIMS/SISRA
- Working knowledge of KS4 courses and exam boards
- Working knowledge of JCQ regulations

Initial induction/training required

- SIMS training on exam entry and results (if required)
- Support from SLT, Data Manager and SIMS Manager

Operationally effective How would effectiveness in role be demonstrated?

- Working on own initiative, using full facilities of the school effectively to ensure all JCQ examination requirements are met
- Co-ordinating with the SENDCO to ensure students with access arrangements, special needs are provided for, minimising any disadvantage they may have during the examination period
- Organising staff effectively with contingency plans to ensure all exams are invigilated in line with guidelines, even when encountering unforeseen circumstances
- Earning respect of teachers students and parents, developing a good relationship of trust at a particularly stressful period for all involved
- Examination results distributed on time and accurately, dealing with all queries from parents and students promptly and with compassion.
- Assisting in the production of reports to departments and Governors produced without prompting, detailing accurate information in an easily digestible format
- Reviewing the process of exams arrangements year on year to continuously improve the process
- Provision of advice to teachers, parents and students on how to improve exam results, based on observations and any advice provided by the examinations boards