

Organisation:	Watergrove Trust
Section:	Secondary Data
Location:	Wardle Academy plus any of the schools within the Watergrove Trust
Job Title:	Data and Examinations Officer
Hours:	36 ¼ hours, working term time only, plus two weeks. Initially 08.00 - 15.45hrs (including half an hour lunch)
Grade:	Grade 5 pt 12-17 FTE £27,711 - £30,060; Actual £24,659 - £26,749
Accountable to:	Data and Examinations Manager
Accountable for:	N/A
Special Conditions of Service:	<ul style="list-style-type: none"> • All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment. • From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.

PURPOSE AND OBJECTIVES OF THE ROLE

- To support the Data and Examinations Manager(s) in the provision of the School data and reporting requirement and the delivery of the examinations processes.
- To be responsible for the smooth running and administration of all public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring that the School adheres to all Awarding Bodies' regulations.
- To assist in the delivery and administration of all School assessment, reporting and target setting processes. Ensuring compliance with data protection legislation and expectations for confidentiality.
- To maintain and promote the School's pursuit of excellence in all professional practice.
- To fully implement all School policies and procedures.
- Support the School in its commitment to safeguarding and promoting the welfare of children and young people

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the School Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Central Team Colleagues
Headteachers
Senior Leadership Teams
Teaching Staff
Associate Staff
Students
Parents
Visitors
Contractors
Governors /Trustees

Organisational Chart

CEO	
Trust Secondary Education Director	
Academy Deputy Headteacher	Secondary Headteacher
Data and Examinations Manager	
Data and Examinations Officer	

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.



Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

KEY ACTIVITIES:

School Level

Data

- Administer and maintain data integrity within the School MIS systems (Arbor and SISRA) to ensure that all reporting is accurate.
- Prepare and update electronic systems & procedures for collecting assessment data periodically in line with the school assessment cycle as and when required
- Administration of MIS for rewards, sanctions, behaviour, attendance, punctuality etc. and provide data reporting and analysis so that they are able to identify emerging trends and patterns
- Work with the Data and Examinations Manager in developing the use of software to provide staff with the most helpful and informative data sets possible to inform timely intervention and support for students
- Monitor the data collection process on an on-going basis and provide advice and guidance to staff on how processes can be further developed to increase understanding and raise attainment
- Organise the collection of End of Key Stage data and prepare this for reporting to parents.
- Administration of End of Year procedures, preparing the system for the new academic year including the promotion of students and staffing as necessary.

Assessment:

- Assist in the administration of the assessment process
- To manage the termly assessment cycle: opening mark sheets for data entry, checking for accuracy and running reports for internal evaluation.
- To ensure accurate termly reports are published to parents.

Timetable

- Support the Data and Examinations Manager in the development and input of the school timetable.
- Support the Data and Examinations Manager in the Set up and maintain registration groups, allocate student memberships, tutors and Year Learning Coordinators using the school MIS.
- Update and apply periodic and casual changes to courses, teachers and rooms on Arbor.



Exams Planning:

- Acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.
- To liaise with examination boards regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with the line manager, inservice training provided by examination boards, the QCA and other bodies.
- To be responsible for the examinations budget, liaising with line manager and SMT finance, keeping accurate and up-to-date records of examination entry costs and other relevant financial issues.
- To liaise with senior teachers to ensure accurate entry of examinations for students, minimising late fees and providing statistics related to the entries as required.
- To be the School's principal link with examination boards, parents, students and staff for examination queries and to disseminate information about examinations as required.
- To prepare examination booklets for students and staff for internal and public examinations.
- To liaise with the SENDCO regarding students with SEN, applying to awarding bodies for additional time and special arrangements and maintaining records for inspection.
- To issue statements of entry, letters to parents and students as required.
- To receive, check and securely store public examination papers and any pre-release materials as they arrive and to resolve any discrepancies.
- To ensure the examinations store is kept equipped for examinations and stationary available.
- To produce centre examination timetables, including dates, times, venues and number of candidates.
- To submit estimated grades/coursework samples prepared and checked by Senior Teachers to the moderator.
- Make arrangements for internal examinations and Year 7 tests, including the production of the timetable, rooming and invigilation.
- Check all examination fees and ensure any late fees are minimised.
- Ensure attendance at appropriate awarding body training meetings to keep up to date with the latest procedures and regulations for external examinations.
- Ensure examinations policy, coursework policy and procedures are kept up to date.
- Maintenance of Course Manager in connection with Post-16, Census and QAN catalogue.

Examination Process:

- Recruit, train and administer external invigilators. Ensure they are briefed, there is the correct number and they are briefed before each exam. Receive examination papers and other relevant materials sent by examination boards and keep them in a secure place in the examinations office; collect, log and dispatch all examination samples for marking. Ensuring that regulations are complied with.
- Issue invigilation evaluation forms and act on issues raised to improve examination procedures.
- To create the invigilation timetable e.g. to provide information about dates/times of examinations and the number of entrants etc.
- To liaise with the Site Manager to organise adequate desks, chairs, equipment and rooms for examinations.
- To organise examination rooms in accordance with the regulations – displaying relevant posters, signs, clocks etc., provide seating plans, and resolve all “clashes”.
- To be responsible for the daily running of public examinations and ensure that the required procedures are followed during examinations, make arrangements for those young people unable to sit examinations with rest of candidates and deal with emergency requests for scribes etc.
- To produce a list of absentees from examinations to enable costs/entry fees to be retrieved.
- Ensure candidate mobile phones and valuables are stored safely during examinations.



- Deal with problems relating to examinations such as malpractice or late arrivals. Ensure appropriate processes related to these are fulfilled and parents are informed.
- Check and clean desks after each examination. Provide names of young people that have defaced desks (graffiti) to finance for charging.
- Check, package and despatch scripts as per examination board instructions
- To allocate and maintain candidate numbers and UCI's.
- Oversee online tests for any subject as necessary, following the appropriate awarding body processes and controls.
- To liaise with the administration team to ensure all internal examination papers and resources are accurately checked prior to the examination.
- Collate material, edit and update the website with examination information, including dates and examination regulations.
- Maintain and update displays on examination information in appropriate public areas of the School.

Exams Results:

- To be present on the day the School is notified of results, or to arrange for a suitable, well briefed substitute.
- To oversee the distribution of results to candidates.
- To make arrangements for the collection and distribution of exam results.
- To help with the analysis of exam results.
- To submit any result enquiries or appeals after authorisation.
- To help check DCFS statistics and examination results information before publication.
- To keep accurate records of all exam certificates received in the School as they arrive from boards and resolve any discrepancies.
- To organise distribution of certificates.
- Maintain archived certificates and results information.
- Receive and process requests for remarks, receipt of scripts and appeals against results liaising, as required, with relevant colleagues.
- Ensure that all late entry fees levied from students for resits are collected and paid to the Finance Department. This will be done in liaison with the line manager and with support from other administrators.
- Liaise with line manager and Head of Year regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations. This aspect of the role will include the briefing of students at assemblies, supported by key members of teaching staff.

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the School & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to



self-review and professional development.

4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.

5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.

6. To support and participate in team working across the Trust, including working within other areas/schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.

7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the School community, supporting our ethos and values encouraging staff and students to follow this example.

12. Support the School & the Trust in meeting our legal requirements for worship.

13. Actively promote the School & Watergrove Trust corporate policies.

Date: 13th of May 2025

Job Description Prepared by: K Qadir Date: 13th of June 2025



This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Data and Examinations Officer
Section :	Secondary Data	Grade:	Grade 5

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you must show you have to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you must include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
A excellent standard of education including Maths and English Grade 4 - 9 (or equivalent) or Level 2 Literacy and Numeracy	E	AF
Evidence of Continuous Professional Development.	E	AF/ I
Skills and Experience		
Strong IT Skills, with a depth of knowledge across IT operating systems	E	AF, I
Experience of working with school MIS software and data systems, such as Arbor.	E	AF, I
Knowledge of the examinations system and examination board regulations.	E	AF, I
Experience of working with Google Sheets or similar and knowledge of data input/ upload	E	AF, I
Successful experience of working with a range of stakeholders (e.g. trustees, governors) and an appreciation and understanding of their role	E	AF, I
Working effectively and inclusively to achieve a shared agenda with colleagues and stakeholders	E	AF, I
Ability to train staff, and interact with pupils including exam supervision/invigilation	E	AF, I
Good time management skills, together with a methodical and organised approach to work	E	AF, I



Experience of working in an educational setting.	E	AF, I
Experience of organising exams within a school setting.	D	AF, I
Experience of managing and monitoring a team of invigilators and working collaboratively	D	AF/ I
Knowledge and Ability		
Knowledge of statutory data reporting requirements such as school census		
Knowledge of the examinations system and examination board regulations.	E	AF/I
Attention to detail and the ability to spot data errors or anomalies	E	AF, I
Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	AF, I
Ability to maintain resilience, understanding and positive thinking when working with challenging pupils	E	AF, I
Excellent self-management, to include time management, working under pressure and to deadlines	E	AF/I
Values and Behaviours		
Our mission then is to be ever “Providing more” to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependence within which we will always: <ul style="list-style-type: none"> • Coach • Challenge • Innovate 	E	AF/I
Special Working Conditions		
Applicants will be expected to understand/ take training on the importance of safeguarding/child protection when working in a school setting	E	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.	E	AF,I, A
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance	E	AF/I

