



St. Thomas More

CATHOLIC VOLUNTARY ACADEMY



**St Ralph
Sherwin**

Catholic Multi Academy Trust

St Ralph Sherwin Catholic Multi Academy Trust

Job Description

Data and Exams Officer

Reporting to:	Assistant Headteacher
Liaising with:	Trust colleagues, Governors, Headteachers, Senior Leadership Team (SLT), Teaching and Support Staff, Students, Visitors, Contractors / Suppliers
Grade/Salary:	SRS Band 4 SCP 11-17
Hours:	37 hours per week, 41 weeks per year
Contract:	Permanent, term time + 2 weeks
Location:	St Thomas More Catholic Voluntary Academy, Palace Fields, Buxton, Derbyshire, SK17 6AF

Core Purpose

- Present, interpret and analyse accurate data on pupil attainment and progress for The Headteacher and members of the SLT
- To be responsible for managing the efficient and effective administration of all internal and external examinations both general and vocational within the school, including liaising with staff, pupils, parents/carers, invigilators, examination boards, and other educational organisations.
- To work within the school administrative team.

Specific Areas of Responsibility and Key Tasks:

Key Examination responsibilities:

- Manage arrangements for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- Manage SIMS Examinations Organiser module, maintain course links in SIMS Course Manager and produce reports from SIMS Assessment Manager and SIMS.net.
- Liaise with staff and Heads of Departments regarding pupil examination entries and registrations.
- Disseminate examination information to staff, pupils, parents/carers, invigilators, including exam and invigilation timetables, regulations, guidelines and querying results.
- Complete examination entries, check and securely store examination papers and send completed scripts to external examination boards.
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and controlled assessment requirements.



- Organise the school's invigilators, including training and ensuring up to date information is provided to them.
- Responsible for the preparation of examinations, including room set up, attendance registers, providing and checking seating plans and stationery.
- Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere when required.
- Download examination results and provide data on examination entries, results and post results for SLT and teaching staff.
- Ensuring annually changing JCQ and Awarding Organisation guidelines and procedures are followed at all times to meet JCQ inspections and requirements of Awarding Organisations, including those bodies outside the remit of JCQ e.g. AAT, NCFE.
- Drawing up and maintaining school examination policies (in conjunction with SLT) to meet statutory requirements as defined by JCQ.
- To collate, prepare and submit the School Census.
- To organise cover as and when required for teaching staff

Key Data responsibilities

- Manage and maintain SIMS Assessment Manager.
- Manage the production of interim and annual reports to parents in all year groups and to use data gathering from the reports.
- Produce and publish individual pupil targets for teaching staff at the start of the year
- Support the work of other administrators when required.
- Manage the school's commitment for reporting accurate data to the Trust, the DfE and other agencies.
- Present, interpret and analyse reports on pupil progress, internal assessment data, behaviour data and examination results for SLT, Governors, Pastoral Managers and Head of Departments.
- Manage assessment windows in line with the school assessment cycle.
- Lead the school process for producing reports to parents.
- Provide staff, parents and other agencies with data on request.
- Support with training wider staff on use of data analysis tools.

Administrative responsibilities

- To work as part of the school administrative team in support of the day to day functioning of the school.
- To support the Office Team as required.
- To undertake other administrative tasks as required.

Marketing/Media Administration

- Assist the Marketing Manager with the production and dissemination of Trust Newsletters.

Additional Duties

- Ensure any documentation produced is to a high standard and is in line with the Trust/Academy brand.



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- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the school and beyond.
- To represent the school at events as appropriate.
- To support and promote the school ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Headteacher.

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.