

JOB DESCRIPTION

Post Title:	Data, Assessment & Exams Officer		
Salary:	Grade 5	Hours:	36.40 per week term time only plus 10 days

Purpose of post	To ensure the efficient management and organisation of the school's assessment, reporting and recording systems, with effective utilisation of the MIS. To administer and oversee the smooth delivery of internal and external examinations in accordance with school policies and examination board regulations.
Key areas of responsibility	Data • Prepare, analyse, and distribute a range of reports using the school's Management Information System (e.g. SIMS), alongside platforms such as SISRA, Excel, Power BI, and Class Charts • Design and maintain templates and marksheets within the Assessment Manager module of the MIS. • Support curriculum and pastoral teams with the accurate and timely collection, input, and analysis of data for reporting and progress tracking purposes. • Develop and produce dashboards and bespoke reports for the Headteacher and Senior Leadership Team, covering areas such as attendance, behaviour, and academic performance. • Maintain and support the SIMS Curriculum Module, including timetabling processes, pupil class allocations, registration groupings, and the administration of KS4 options. • Ensure the accurate preparation and timely submission of statutory returns, including the pupil census, in accordance with Department for Education deadlines. • Work collaboratively with school staff and central Trust teams to promote consistency and efficiency in data entry, reporting, and analysis processes.

Examinations

To support the delivery of all internal and external examinations, ensuring full compliance with JCQ regulations, awarding body requirements, and the policies of the school and the Cranmer Education Trust. Key responsibilities may include:

- Assisting with the submission of examination entries, including arrangements for candidates requiring access arrangements.
- Ensuring all examinations are accurately timetabled, resourced, roomed, and supervised, by assisting in the preparation of seating plans and statements of entry.
- Supporting the distribution of examination results in August, including supporting the post results services and responding to result enquiries.
- Providing timely and accurate analysis of examination outcomes and data to senior leaders and other stakeholders as required.
- Working in partnership with pastoral staff to support students facing challenges, including those related to mental health, during the examination period.
- In the absence of other team members to deliver, alongside senior colleagues, assemblies and briefings to students on examination procedures and JCQ expectations.
- Collaborating effectively with internal staff, invigilators, and central teams to ensure the smooth running of all examination periods.

Administration

- Maintain accurate and up-to-date class lists, form group records, staff duty rotas, and rooming schedules, making adjustments as necessary to reflect cover arrangements, examinations, and operational changes.
- Respond professionally and promptly to enquiries from parents and carers regarding examinations, pupil reports, and other student-related matter.
- Liaise effectively with the Trust, awarding bodies, and other external agencies to ensure compliance with relevant regulations, guidelines, and administrative requirements.

Admissions and Transition

- Maintain an accurate and up-to-date record of student starters and leavers within the Management Information System (MIS), working collaboratively with the Pastoral and Admissions teams.
- Support the senior leader responsible for transition by ensuring that MIS data entry and related systems effectively facilitate the transition of pupils from Year 6 into Year 7.
- Serve as a key point of contact for the member of the Senior Leadership Team (SLT) overseeing transition processes

Data Protection

- Maintain both physical and digital records in accordance with the school's data protection policy, ensuring appropriate retention periods are applied and regularly reviewing records to identify those due for secure disposal.
- Adhere to established GDPR protocols, including supporting the processing of Subject Access Requests (SARs) and Freedom of Information (FOI) requests.

General Responsibilities	General Duties • Undertake a range of administrative tasks including word processing letters, reports, and schedules, and using ICT packages such as databases, spreadsheets, presentation software, and internet research. • Supervise students as required, including before and after the school day and during social times. • Uphold and actively promote the values, ethos, and policies of the school and Trust in all areas of work. • Maintain awareness of and comply with safeguarding and child protection requirements, ensuring these are prioritised in all aspects of the role. • Support and comply with the school's health and safety policy, taking a proactive approach to minimising hazards and contributing to site security (e.g. challenging unauthorised individuals on site). • Promote and embed inclusion, equality, and diversity in interactions with pupils, staff, and visitors. • Keep up to date with new technologies and contribute to reviewing and improving operational procedures. • Proactively manage workload to meet service standards, ensuring accuracy and seeking guidance when required. • Engage fully with training, development, and performance improvement opportunities for both individual and team growth. • Attend and participate in relevant meetings as required. • Undertake any other reasonable duties commensurate with the grade of the post.			
Contacts	Pupils, staff, parents, carers and guardians, and visitors to the school			
Relationships to other posts within the department	Line managed by: Systems and Information Lead/Data and Assessment Manager			
Special Conditions	DBS Disclosure required - Enhanced			
Job Description Review (This job description may be reviewed at any time, subject to the needs of the school, and amended in consultation with the post holder).		Date	Name	Post Title
	Prepared	Jul 25	Garrie Smith/Rachel Lawlor	Dir of Bus, Ops and Fin/Information and Systems Lead
	Reviewed			
	Reviewed			

PERSON SPECIFICATION

Post Title:	Data, Assessment and Exams Officer
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	Criteria	Essential / Desirable	How Assessed
Education & Qualifications	- Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework - Highly numerate - Professional qualification relevant to Data Management or a relevant degree	E E D	Application Form/Interview
Knowledge & Experience	- Experience of working in a secondary school environment and supporting examinations processes - Proficient in the use of SIMS (or equivalent Management Information System), including the examinations module. - Strong understanding of school data requirements and statutory returns. - Demonstrable expertise in using computerised administrative systems for information management and analysis. - Ability to create, edit, and manage data accurately and efficiently within tight deadlines. - Knowledge of relevant policies, codes of practice, and awareness of data protection, GDPR, and other relevant legislation.	D D D E E D	Application form/ Interview

Skills & Abilities	ICT and Analytical Skills • Highly skilled ICT user with the ability to quickly learn and use software packages for planning, analysing, and manipulating data. • Proficient in the use of Excel (including pivot tables) and ability and ability to develop knowledge in Power BI, and other reporting tools to produce accurate and insightful management information. • Strong analytical and problem-solving skills, using sound judgment to interpret information and resolve issues. • Ability to anticipate the impact of future events and plan accordingly.	E E E E	Application form/ Interview / Tasks
	Communication and Interpersonal Skills • Excellent communication skills, both written and verbal, with the ability to exchange information effectively with students, parents, and colleagues. • Demonstrates professionalism, courtesy, and emotional intelligence when dealing with people of all ages and backgrounds. • Effective listener, able to respond sensitively and diplomatically in challenging situations. Organisational Skills • Exceptional organisational and planning skills, with the ability to multi-task, work at pace, and re-prioritise workloads to meet conflicting deadlines. • High level of accuracy and attention to detail, even when working under pressure. • Understands and responds to the cyclical nature of the school year, adjusting workflows as needed. Personal Qualities • Conscientious, reliable, and punctual, with a proactive and positive approach to work. • Able to work independently within agreed parameters as well as collaboratively within a team. • Maintains confidentiality and professionalism in all aspects of work. • Resilient and adaptable, able to respond quickly to changing demands	E E E E E E E E E	

Work Circumstances	• Willingness and aptitude to continuously develop knowledge and skills in the role, undertaking further training and development opportunities as required. • Flexible and adaptable approach to work to meet the varying demands of the role and school calendar. • Commitment to promoting equality, diversity, and inclusion in all aspects of the role. • Awareness, understanding, and commitment to the safeguarding and protection of children and young people, in line with school and statutory requirements.	E E E E	Interview
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N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview