

## Job Description

### Data & Examinations Officer

<b>Reports to:</b>	David Clarke, Vice Principal
<b>Salary:</b>	Grade R5, scale point 31 – Grade R6, scale point 37, depending on experience <b>FTE:</b> £33,453 - £36,280 per annum <b>Actual:</b> £28,947.84 - £31,394.12
<b>Working Pattern:</b>	Monday to Thursday, 08:30–16:30 with 1-hour lunchbreak (unpaid), Friday 08:30-16:00 with 0.5-hour lunchbreak (unpaid): 35 hours per week, Term time only plus 1 week in August
<b>Location:</b>	St Dominic's School, Hambledon, Nr Godalming, Surrey GU8 4DX

#### Job Purpose

**Under the direction of the Senior Leadership team, the post holder will be responsible for managing, developing and coordinating the school data processes and systems to provide reports and analysis that meet the school's statutory reporting obligations and provide detailed management information to support the business operations and objectives of the school.**

To manage, co-ordinate and implement the school's examination process, including the administration and organisation of all aspects of internal (mock) and external examinations in accordance with the regulations laid down by the various awarding bodies and JCQ and others, such as NCFE.

#### Job Description

- To create, oversee and develop the use of data for the Senior Leadership Team (SLT) and for teaching staff across all aspects of the school's activities in line with Ofsted requirements of the school's pupil and student relation information.
- Create Arbor reports and data analyses as required.
- Configure and maintain Timetable, as directed by Heads of School,
- Be proficient in all aspects of the use of Arbor and all other data systems.
- Establish and maintain permissions for Arbor and other school data systems, ensuring that user access relates to job roles and responsibilities.
- To work with the SLT to regularly review data systems, procedures and working practices.
- To attend SLT and ELT meetings, as required, to present and further investigate data trends.
- Production of key reports, including half termly school progress analysis, attainment reporting, individual pupil progress reports, governance reporting, academy trust reporting, local authority reporting and performance table and census.
- Collate data from internal and external assessments, generating pupil target grades for individual student reports.
- Distribution and interpretation of data reports e.g., progress data, behaviour

- To provide ICT skills and knowledge to support data management across the school, supporting in depth analysis of individual teacher, subject and curriculum performance. Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management.
- To work with the SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for DfE reporting points.
- To work with the SLT in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number.
- Responsible for delivering training in the key technology areas of computer desktop software and education authority processes, and wider data reporting tools to the education leadership team, wider education team and other groups of staff as necessary.
- To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools.
- To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets.
- Create and distribute end of term reports.
- Provide analytical type administration support for the Senior Leaders, as required.

## **Examinations**

To ensure the undertaking and delivery of the activities outlined below:

- Effective organisation of sittings for all examinations, including timetabling of rooms and seating, resolving clashes and creating the annual timetable for administration of all examinations and tests to ensure the smooth running of examinations.
- Make arrangements for all internal examinations, i.e. Year 11 mocks in January, Year 10 mocks in June, NCFE exams, etc, including timetabling of rooming and invigilation.
- Ensure safe arrival, storage, delivery and logging of examination papers and other examination materials sent by the Examination Boards
- Create and maintain a register of all examination entries to internal and external exams to the examination boards for public examinations, A Level, GCSE, Functional Skills, Entry Level and KS2 SATS.
- Arrange and deliver induction training for exam invigilators on their role. Send invitations to Trustees and Governors who are acting as invigilators and provide day-to-day advice on practical issues that may arise in the course of their duties.
- Make access arrangement applications for pupils and students with particular special needs in compliance with examination board regulations and in conjunction with the SENCo.
- Supervise the set up and safe use of tech, in collaboration with the ICT Network Engineer.
- Deal with issues that may arise on the day of an examinations, such as late arrivals or illness.
- Ensure the effective administration of examination entries, from ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards.
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team and to organise the distribution of results to pupils, students and families.
- Arrange for re-marks, reports and queries regarding examination results from the examination board.
- Manage the administrative requirements of coursework.

- Maintain stock levels of all examination related stationery.
- Ensure that the examination scripts are collated and securely sent off.
- Produce Examinations Results Broadsheet for SLT.
- Comply with all JCQ and awarding body regulations, keeping up to date with any changes.

#### General

Provide occasional cover for the School Reception, undertaking reception duties – greeting visitors, taking calls and receiving deliveries, whilst projecting a professional image of the school.

Develop and build strong relationships with the SLT and other staff to ensure that the management information provided is effective and enables the team to make key strategic decisions in producing information to raise student outcomes.

Ensure that confidentiality of pupil records and sensitive data is maintained at all times.

Ensure that the school meets its obligations for GDPR regulations with regards to the holding and storing of data

#### Communication

- Liaise with the school's Senior Leadership Team (SLT), OHCAT Shared Services Teams (specifically the MIS team), school staff, pupils and students, families, Governors, professionals and external education authority staff and other stakeholders.
- Ensure relevant data and information is communicated to exam candidates, staff, and management.
- Ensure effective communication to and from examination boards including.

*Orchard Hill College and Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Appointments made will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

### Data and Examinations Officer : Person Specification

This person specification will be used for recruitment of the Data and Examination Officer, it will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Minimum 5 GCSEs at C Grade or above, including English and Maths	√		Checked certificates
Level 3 qualification in a relevant field	√		Checked certificates
A Levels in suitable subjects		√	Checked certificates
<b>STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Level 1 Safeguarding training	√		Application
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Experience of working within a similar role, especially within a school environment	√		Application
Good knowledge of Ofsted Inspection Dashboard		√	Application
Experience of exam invigilation	√		Application
Experience of the management information system - Arbor and other education software packages to support data management functions		√	Application
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	√		Application
Experience of providing training, guidance, and support to others.		√	Application
<b>KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.	√		Interview
Knowledge of invigilation procedures.	√		Interview
Advanced working knowledge of Microsoft Excel for analytical purposes	√		Application

High level of analytical and report writing skills.	√		Interview
Excellent record keeping skills and attention to detail, to produce accurate reports	√		Interview
Effective communication and interpersonal skills	√		Interview
Ability to build effective working relationships with staff and other stakeholders	√		Interview
Act with integrity, honesty, loyalty, and fairness to safeguard the assets, financial integrity, and reputation of the school	√		Interview
Ability to work under pressure and prioritise effectively	√		Interview
<b>COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√		Interview
Ability to show initiative and to prioritise one's own work.	√		Interview
<b>"Can do" positive attitude</b> Enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	√		Interview
<b>Takes responsibility and delivers results</b> Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed	√		Scored application question
<b>Takes ownership of personal development</b> Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	√		Scored application question

*As part of Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates.*

*Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.*