

Salary:	NJC Pay Scale, Grade F
Responsible to:	Assistant Head Teacher
Date of Job Description:	

Purpose of the Role:

To be responsible for the efficient and effective running of the administration of all internal and external examinations and organisation of data within the school, including liaising with staff, pupils, invigilators and examination boards where necessary

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties:

1. Maintain and update manual & computerised pupil records relating to relevant data & exams systems i.e. Bromcom, examinations. Liaising with Staff and Senior Leadership as appropriate.
2. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken;
3. Deals with examination related queries and problems, timetable clashes;
4. Complete examination entries and securely store and send completed examination papers to external examination boards;
5. To assist Senior Leadership with pupil assessment including monitoring and analysing pupil progress, devising and monitoring of report formats and the production of relevant reports.
6. Liaise with staff to ensure timely completion of data-inputs and reports as per the assessment calendar.
7. To assist the Senior Leadership with data analysis relating to assessment, to identify underachievement to facilitate intervention measures, target setting, analysis of examination results to aid setting whole school targets, analysis of data received from relevant data & exam platforms/sources and any other analysis required by the Senior Leadership responsible for assessment.
8. Responsible for the translation of data between systems i.e. from Bromcom to SISRA.
9. Responsible for the preparation of examinations and internal examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery, dissemination of relevant examination information (i.e. timetables, guidelines etc) to staff, pupils and parents/carers
10. 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;
11. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements;
12. Provide data and analysis on examination entries and results;

13. Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them;
14. To assist the Senior Leadership with ensuring the accuracy and validity of data in examination entries onto relevant systems, the continuous development of data tracking within the School's Improvement Planning and in ensuring the effective transition of the academic calendar.
15. Responsible for the production of student timetables.
16. Input of departmental marking where appropriate.
17. Data checking / cleansing and correcting where appropriate as required
18. Attend training as and when required.

Indicative knowledge, skills and experience

- Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations equivalent to National Qualifications at Level 3, plus relevant experience.