**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Examination & Data Officer |
| **Academy** | The Harbour School |
| **Reports to** | Headteacher |
| **Line Management of** | N/A |
| **Salary / Grade** | G |
| **Date Last Evaluated** | May 2025 |
| **Core Purpose** | The Examinations & Data Officer plays a key role in ensuring the smooth day-to-day running of the exams and data processes across the Academy. They will work closely with the Senior Leadership Team and Trust wide colleagues to ensure that all learners are entered for examinations and that all examinations take place in accordance with the most current JCQ guidelines. In addition, manage the school’s Management Information System (Arbor) and support the production and analysis of accurate and timely data across the Academy. |

|  |
| --- |
| **Key Responsibilities** |
| **Examinations*** To communicate with all Examination Boards and Awarding Bodies
* To ensure all examinations are timetabled throughout the year
* Organise invigilator training meetings, minute and publish minutes for Invigilators.
* Ensure all training is complete for all key personnel connected with the examination process
* To be able to account for all entries and associated costs for all examinations
* Maintain the security of examination material including the checking, logging, and storing of the exam papers and certificates.
* Maintain confidentiality and security of candidate scripts and assist with dispatching scripts according to JCQ regulations.
* Maintain appropriate records in accordance with JCQ regulations.
* Comply with JCQ and awarding body regulations, guidance, and instructions at all times.
* To manage and ensure the organisation and arrangement of all examinations
* To provide all required paperwork, labels and records for each examination venue
* Book IT provision and liaise with site team to ensure exam venues are set up correctly
* Assist with the organisation of examinations including organising invigilators, ensuring equipment is provided, setting up exam rooms and IT equipment to meet JCQ requirements.
* Assist with the provision of up-to-date information for the Academy website.
* Assist communication with awarding bodies, parents, students and staff regarding exam processes and queries.
* Assist with the checking process of examination entries, amendments, results, and other data within the deadlines specified by the awarding bodies.
* To liaise with the Senior Leadership Team in the preparation and presentation of examination results for internal and external reporting purposes
* To act in line with the Data Protection Policy and ensure compliance with the requirements of the Data Protection Act.
* Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy

**Data*** Manage the school’s Management Information System (Arbor)
* To support the Senior Leadership Team / SENDCOs with the entry and collation of (CAT/FFT/Target Data/Reading Age/KS2 Data) and other data entry required by the academy
* Support subject areas with data input into MIS
* Support with routine data quality assurance checks
* Assist with reporting through the use of MIS as requested by academy staff
* Support in producing internal and external data, including producing analysis based on performance data for both internal and external examinations
* Support the production of student reports liaising with Senior Leadership Team
* Assist in monitoring data entry at key points within given deadlines
* Support departments/ campuses with data input, including the creation and management of departmental results and data trackers and the analysis of performance data.
* Manage the input of student target grades into the MIS system
* Ensure that all internal and external data is available for Academy use and arrange effective dissemination to the leadership team
* Utilise the data analysis tools within the academy
* To carry out performance analysis of data to support SLT in identifying key strengths and areas for development
* To provide advice and guidance for school leadership and other staff on using and interpreting statistical information, where required providing training.
 |
| **General Responsibilities** |
| * Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
* Be aware of the School’s duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times.
* To engage with appropriate training opportunities to promote professional effectiveness in this role.
* Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
* To treat all information acquired through employment, both formally and informally, in strict confidence.
* To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
* Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
* Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**\*\*\*\*\*\*\*\*\*\*\*\*\*Full training will be offered to the successful candidate\*\*\*\*\*\*\*\*\*\*\*\*** |

|  |
| --- |
| **The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.** |

**Note: Every job description in the organisation will be subject to a review either:**

 **· On an annual basis at the time of the annual appraisal meeting, or**

 **· As a result of a change in strategic direction, or**

 **· As a result of a team/operational requirements, or it is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**

**Assessment methods**

 **A – Application I – Interview T – Task/Activity R – References**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential or Desirable** | **Assessment**  |
| **Qualifications & Experience** |
| Minimum A\*-C GCSE in Maths & English (or equivalent). | **E** | **A** |
| Experience of working in an Exams role within a school setting | **D** | **A** |
| **Knowledge and Understanding** |
| To be able to manage the achievement of key deadlines and examination completion | **E** | **A/I** |
| Knowledge of JCQ examination procedures | **D** | **A/I** |
| Good working knowledge of Microsoft Office programmes, particularly Excel. | **E** | **A/T/ R** |
| Good working knowledge of school-based MIS systems. | **E** | **A/I** |
| Knowledge and understanding of SIMS/Arbor. | **E** | **A/I** |
| **Skills and Abilities** |
| Ability to use ICT effectively and appropriately, with high accuracy levels. | **E** | **A/T/I** |
| Ability to use Microsoft Excel, specifically formulae, pivot tables and graphs. | **E** | **A/T/I** |
| Ability to analyse basic data. | **E** | **A/I/R** |
| Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress. | **E** | **A/I/R** |
| Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations. | **E** | **A/I** |
| Ability to build good working relationships with colleagues and to be an active team member. | **E** | **A/I/R** |
| Ability to multi-task within own remit and other areas. | **E** | **A/I** |
| Ability to work as part of a team and be an active team player.  | **E** | **A/I/R** |
| Ability to work at pace and meet deadlines. | **E** | **A/I** |
| Patience, tolerance and sensitivity | **E** | **A/I/R** |
| Enthusiasm | **E** | **A/I** |
| Ability to adapt to change and the introduction of new working practices. | **D** | **A/I** |
| Ability to work without direct supervision. | **D** | **A/I** |
| **Experience** |
| Experience of working in a fast paced office environment. | **E** | **A/I/R** |
| Experience of working with data. | **E** | **A/I/R** |
| Proven experience of forward thinking and excellent organisational and planning skills. | **E** | **A** |
| Experience of working with students, staff, parents and external agencies. | **D** | **A/I** |
| Experience of SQL reporting. | **D** | **A/I** |
| Experience of undertaking data quality assurance activities. | **D** | **A/I/R** |
| **Personal Commitment**  |
| Demonstrate and adhere to TDET and Academy’s Core Values. | **E** | **A/I** |
| Commitment to equality and diversity in the workplace. | **E** | **A** |
| Adhere to GDPR guidelines and the Academy’s internal procedures. | **E** | **A** |
| Adhere to the Academy’s Safeguarding and Prevent policy and procedures. | **E** | **A/I/R** |
| Adhere to TDET’s Health and Safety policy and procedures. | **E** | **A** |

**Assessment methods**

 **A – Application I – Interview T – Task/Activity R – References**