

Post Reference: 2728

Job Title: Examinations and Assessment Officer

Grade: SO1/SO2 (Actual Salary £31,273 to £35,558)

Hours: 37 hours per week, term time only plus 15 days

Accountable to: Data and Systems Leader

JOB DESCRIPTION

Role:

In this role you will contribute to the effective, accurate, secure, and timely management of examinations and school data, including student timetable changes, data handling, and the presentation of data for a wide range of stakeholders' needs to support both day-to-day operations and continuous school improvement.

All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

General Duties and Responsibilities:

Examinations

- The administration management of all internal and external examination arrangements and the management of invigilators.

Arrangement all examination processes including:

- Confirm all student examination entries, including consultation with all examination boards and subject leaders
- Ensure public examinations and all associated materials are secured in line with JCQ regulations
- Liaise with the Special Education Needs Coordinator (SENCO) to provide appropriate access arrangements for students ensuring the logistics are in place and all guidance is followed

- Apply for special consideration where necessary
- Timetable examinations including spaces, rooms, and re-rooming implications
- Ensure examination regulations set out by JCQ are known and applied by all staff
- Prepare all key rooms and spaces
- Ensure all access arrangements for students with needs are planned for, implemented, and evaluated through all mock and official exams
- Communicate personal examination timetables with all students and parents including preparation and distribution of whole Academy
- Co-ordinate and distribute student examination certificates to all students
- Co-ordinate a high-quality examination results day
- Oversee accurate records of examination entries, re-mark requests and results
- Manage and train a team of invigilators to support all examinations, and coordinate related Continued Professional Development (CPD) offered through the Exam Office
- Plan and co-ordinate heritage language examinations with key leaders and Global Learner staff

Assessment

- Maintain student data in Arbor to ensure the integrity of the Management Information System (MIS).
- Create logins for Specific Academy systems.
- Be responsible for the administration of the school's student assessment cycle including the administration, production, and dissemination of student reports.
- Create and maintain marksheets in Arbor to allow for the efficient collection and analysis of student progress data.
- Transfer data between systems to allow for the accurate analysis of progress data.
- Prepare the school census ensuring key student indicators and information is accurate to optimise income.
- Assist with the examinations results analysis process on results day in August.
- Support the Principal and the Senior Leadership Team with any requests for reports and/or data analysis.

Management Information System – Arbor

- Create all student timetables and class sets at the beginning of, and throughout, the academic year.
- Assure the maintenance of accurate class/set lists, teacher deployment and room allocations throughout the year.
- Maintain the accuracy of information on the management information system within the academy including student data covering behaviour, attainment, and basic details.
- Support with the start and end of year procedures within Arbor, ensuring information is accurate and accessible for staff.
- Provide training and support to all stakeholders in the use of Arbor and the Arbor app.
- Support with a range of data reports as required by middle and senior leaders.
- Maintain and ensure the levels of authorisation on the management information system are compliant with GDPR.
- Lead on the promotion of the Arbor parent app.

Additional Duties

- Carry out daily cover arrangements in the absence of the Office Manager or as required.
 - Carry out morning, break, lunch and after school duties as required by the leadership team.
 - Carry out any other duties as directed by line manager and the Principal.
 - Assist with whole school and afterschool events including 'Meet Your Guardian' day, Open Evening, Transition Evenings and Parents Evenings.
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Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

Qualifications

E	High level of numeracy & literacy, with GCSE English and Mathematics (Grade 4/C or above) or equivalent	C
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Knowledge and Experience

E	Strong understanding of examination regulations and compliance requirements for public examinations.	A/I
E	Proven database experience with emphasis on reporting, information management, analysing trends and data presentation	A/I
E	Knowledge of school information and data systems	A
E	Good working knowledge of SIMs/Arbor and relevant modules (assessment manager/exams)	A
E	Experience of the education sector in a secondary environment.	A/I
D	Previous experience in training and managing a team, ideally invigilators or similar roles.	A/I
E	Up to date knowledge of the public examinations process including the relevant policies, codes of practice and awareness of relevant legislation	A/I

Skills, Attributes, and Abilities

E	Excellent interpersonal skills and communication skills both written and verbal	I
E	Strong IT skills, including proficiency in MIS systems and Microsoft Office applications	I
E	High level of accuracy and attention to detail in data management and reporting	A/I
E	Excellent organisational and planning skills with the ability to manage multiple priorities and deadlines	I

Behavioural and other characteristics

D	Strong problem-solving skills and proactive approach to challenges	A/I
E	Demonstrate excellent work ethic, consistently delivering high-quality outcomes and meeting deadlines	A/I
D	Approach tasks with enthusiasm and a solution-focused mindset	A/I
D	Proactive and self-motivated, with the ability to anticipate issues and implement solutions before they arise	A/I

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