



THE
KING'S
SCHOOL
GRANTHAM



Assistant Examinations & Data Officer

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE

GLEA Grade 4 Points 9-12

Responsible to:

Deputy Head Master (Data Lead)

Examinations & Data Officer

Job Purpose:

To assist in the smooth running and administration of all examinations to include liaising with teachers, students, parents and external bodies in respect of examination requirements, entries, results and communication.

Also to assist in developing the use of SIMS (School Information Management System), Excel spreadsheets and other databases in support of analysis and reporting to the school community.

PRINCIPAL FUNCTION

To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.

To embrace the school aims, objectives and ethos.

EXAMINATIONS

Assist in liaising with teaching staff on student choice of entry to public examinations.

Assist in liaising with Examination Boards in respect of the administration of entries, coursework requirements, the conduct of examinations and results. Ensure that Examination Boards/Authorities are made aware of any special requirements for students or the school and that appropriate provisions are made.

Assist with liaising with students regarding the accuracy of information provided to Examination Boards for entries, ensuring that students are aware of the Examination Board requirements regarding their conduct whilst sitting examinations.

Assist in liaising with students and parents in respect of appeals and results enquiries.

PRINCIPAL
FUNCTION
(CONTINUED)

Assist in providing statistical information regarding examination entries and results as required.

Assist in liaising with appropriate staff members in respect of invigilation and rooms to be used for examinations.

Assist in the distribution of up to date examination information and place orders for past papers as requested by teaching staff.

Assist with checking on student attendance at examinations.

Assist in scheduling internal and external examination entry administration including assisting in updating and writing of school examination policies.

Assist with training of external invigilators and preparation of their individual timetables.

Assist with scheduling of all examinations throughout the academic year – both internal and external.

Assist in liaising with private candidates who wish to sit examinations at the school centre.

Assist in liaising on examination results with the Department for Education along with the subsequent statistics.

Assist in arranging for re-marks after publishing examination results.

Assist in issuing student statements of entries, timetables and results.

DATA

To assist with:

The preparation and distribution of interim and annual reports to the whole school community including printing and checking reports for accuracy and completeness.

Input of data and reports, and the design of areas for this input.

Keeping the database up to date with KS3, KS4 and KS5 results and targets.

Design areas for analysis of performance.

Examination results entry and related statistics.

Improve the use of Assessment Manager on SIMS

Improve the use of Performance Manager on SIMS

Improve the use of spreadsheets to analyse data on SIMS

Investigation of the use of other SIMS software.

Download of data from online portals which hold results.

Backdate results as far as possible.

Assist the Deputy Head Master (Data Lead) and Examinations and Data Officer as required.

To participate in activities in support of the school.

RESOURCES & SUPERVISION OF PEOPLE	<p>The postholder will assist in the responsibility for the safekeeping and confidentiality of exam papers and completed examination work. The postholder must respect confidentiality with regard to the school's data which must not be removed in any form.</p> <p>The postholder will assist in the day to day supervision of examination invigilators, in respect of examinations administration.</p>
SAFEGUARDING	<p>This role involves regulated activity with children. The post holder must be familiar with and comply with policies and procedures relating to child protection and promote the welfare of students.</p>
GENERAL	<p>To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.</p> <p>To attend meetings and events as required.</p> <p>To attend training as required.</p> <p>To be familiar with, and adhere to, the school's Health and Safety policy and undertake risk assessments as appropriate.</p>

NOTE:

This job description is current as of the date shown but it may be modified by the Head Master - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the postholder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date:
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PERSON SPECIFICATION

This role would suit an experienced administrator wishing to further develop their career. The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Working in an administration environment	✓	
	Working in a school/college environment		✓
	Managing the examination process within an educational setting		✓
	Managing staff		✓
	Dealing with confidential matters	✓	
	Working with databases and managing data input	✓	
Qualities, values and skills	Honesty, Integrity and Calmness under pressure	✓	
	Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)	✓	
	Proficient in the use of a range of IT software packages	✓	
	Ability to analyse data	✓	
	Work with a high degree of accuracy	✓	
	Work without close supervision		✓
	Work well both as part of a team and independently, demonstrating initiative (Regularly review own (and team's) work and take the initiative to suggest ideas to make improvements)	✓	
	Deal with enquiries in a professional and sensitive manner and handle challenging conversations with confidence and sensitivity	✓	
	Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)		✓
	Work with data to produce reports and analysis for a range of stakeholders	✓	
Qualifications and Training	A level 3 qualification in any related subject or demonstrated vocational knowledge	✓	
	Up to date knowledge and skills		✓
	IT literate, with experience using IT within teaching, learning and resource management	✓	
	Enhanced DBS	✓	
	Appropriate Continued Professional Development (CPD)		✓