

EXAMINATIONS AND DATA OFFICER

JOB DESCRIPTION

Place of work: **Bridge Learning Campus**

Job grade/salary: **BG7**

Responsible to: **Logistics Manager**

Job purpose: This post has the responsibility for the efficient and accurate administration, organisation, records of achievement and smooth running of public, internal and mock examinations for the school.

General Duties

- To follow TiLA policies and procedures, especially those relating to child protection and health and safety;
- Contribute to the overall ethos, work and aims of the school;
- Appreciate and support the role of other professionals;
- Participate in training and other learning activities and CPD as required;
- Attend and participate in relevant meetings as required;
- Assist with the supervision of students out of lesson times, including before school, break times, lunchtimes and after school – this may include formal duties within the contracted hours;
- Accompany teaching staff and students on visits, trips and out of school activities as required to take responsibility for a group under the supervision of the teacher;
- To promote the inclusion and acceptance of all students (and staff);
- To encourage students to interact with others and enable activities led by the teacher/other relevant staff;
- To promote good student behaviour, dealing promptly with conflict and incidents in line with the BLC policy and to encourage students to take responsibility for their own behaviour;
- Attending 5 days in service training (INSET) per year; (if appropriate)

- Any other related duties which may reasonably fall within the responsibilities of the post, as negotiated with the Leadership Team.

Examination Officer Duties

The post holder will ensure that information relating to coursework and examinations is effectively stored to achieve high standards of data security and retrieval. The post holder will;

- Advise teachers on coursework rules and regulations

The post holder will oversee the administration of coursework programmes and provide a support service to course leaders in order to achieve satisfactory assessment of students' work. The post holder will;

- Ensure that coursework forms are submitted to deadlines
- Coordinate the moderation timetable
- Ensure that packages of coursework are sent to moderators
- Ensure that examination scripts are sent to examiners
- Support Logistics Manager with the submission of exam entries

The post holder will plan and supervise the examination timetable in order to ensure that examinations are properly invigilated to include all phases under the correct conditions. The post holder will;

- Store question papers, tapes and other materials and release them for use at the correct time
- Ensure that all the correct equipment is available within the examination room
- Plan the examination timetable, ensuring that clashes are properly resolved
- Create an invigilation timetable in conjunction with the senior teacher responsible for the teaching timetable
- Be present at the start and end of all examinations
- Allocate support for students with exam concessions appropriately
- Organise any special considerations and any other requirements related to the smooth running of the examination system.
- Be responsible for the daily running of public examinations including practicals and to inform Skanska concerning arrangements that need to be made for furniture in examination rooms. Ensure that all examinations are set up in line with national guidelines
- Liaise with Business Manager/Skanska to book rooms for examinations
- Together with the Logistics Manager liaise with HR to recruit exam invigilators
- Brief students on examination procedures and conduct, and produce guidelines for staff and students

- Organise and oversee exam results days, in liaison with appropriate staff and be present on the day the campus is notified of results (during August).
- Make arrangements for all internal examinations including timetable, rooming and invigilation. Resolve issues of invigilation and cover by ensuring that appropriate guidelines are being followed and adhered to, and liaising with relevant senior staff if necessary
- Ensure that appropriate staff are fully updated on all dates, changes in examination procedures, entries and results
- This post is responsible for the administration of external and internal examinations, but also requires the post holder to work closely with anyone administering any other type of internal or external examinations in order to avoid clashes and to maintain an effective running of the examination system
- Collation of coursework marks and coordination of externally moderated exams
- To be an active member of the administrative support team, this may include but not be limited to: word processing, post duties, switchboard, photocopying, and cover for absent colleagues

Data Officer duties

- To be responsible for the accuracy of information recorded in SIMS and other analytical software, ensuring the upkeep of student information, course memberships, timetables etc.
- To troubleshoot issues with SIMS/software and resolve these with support from Logistics manager and IT team
- To provide technical advice on SIMS and data software to school staff, setting up new users and delivering training
- Acting as a first point of contact for SIMS users dealing directly and creatively with data and information systems queries
- To set up systems to record and analyse internal and external data
- Manipulate data to cleanse, audit and organise content from multiple sources
- To oversee the timely collation of relevant data and assessments by liaising with members of the Leadership Team to support entry by deadline dates
- To collect and verify data for external submissions including census returns and the publication of exam results

General Information

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility;
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act – confidentiality must be maintained at all times;

- The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required throughout the entire BLC campus.

Part 2: Personal and Professional Conduct

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct whilst working at BLC:

1. Members of staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
 - a) Treating students/pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff' position having regard for the need to safeguard students'/pupils' well-being, in accordance with statutory provisions
 - b) Showing tolerance of and respect for the rights of others
 - c) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - d) Ensuring that personal beliefs are not expressed in ways which exploit students/pupils' vulnerability or might lead them to break the law.
2. Members of staff must have proper and professional regard for the ethos, policies and practices of the campus in which they work, and maintain high standards in their own attendance and punctuality.

Review of Performance

The Appraisal cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Code of Conduct

The campus expects all staff to ensure that their standards of conduct are, at all times, compliant with the Bridge Learning Campus Code of Conduct.

Date of Job Description

Signed(Examinations Officer)