



Examinations and Data Officer

ORCHARD SCHOOL BRISTOL
A member of Trust in Learning (Academies)

Application Pack – April 2024

Dear Applicant

Thank you for your interest in our **Examinations and Data Officer** which we are looking to appoint as soon as possible. We are seeking an enthusiastic and skilled professional to ensure the school runs secure, efficient and effective examinations and assessments. The post holder will ensure that information relating to coursework and examinations is effectively stored to achieve high standards of data security and retrieval. You will provide support to the Deputy Headteacher managing the examinations budget and will oversee the administration of Key Stage 4 coursework programmes and provide a support service to course leaders in order to achieve satisfactory assessment of students' work.

You will need high-level administration skills, excellent organisation and communication skills, and be able to solve problems and think on your feet. Experience of working with performance information, statistical analysis and management information is desirable. Full training is provided in the role.

Orchard serves a richly diverse community in North Bristol, with a high proportion of disadvantaged children who recognise that you can make a real difference to their lives. The mission statement of the school, "**inspire today, empower for life**", lies at the heart of all that the school does. As a school we are building our success on our core values, being Open-minded, Respectful, Creative & curious, Healthy, Ambitious, Responsible and Determined. We place no limits on our aspirations for our students.

We are a friendly school, with a **warm and welcoming** staff body. We work together, we look after our staff wellbeing, and plan for sustainable, impactful development. Every member of staff is entitled to a coach and we develop all staff through regular, incremental coaching. Our most recent Ofsted report demonstrates we are a seriously good school, committed to becoming the outstanding school our community deserves.

Please read our Staff Prospectus to find out more about us, and visit our website on www.orchardschoolbristol.co.uk. If you have any questions relating to this role, please contact Emma Snell, PA to Headteacher on esnell@orchard.tila.school. If what we are doing resonates with you, and you are keen to work with us, please do apply. We particularly welcome applicants who speak one or more community languages, and applicants from currently under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. We are committed to taking steps to increase the diversity of our employees and removing any barriers to opportunities and success. We warmly welcome your application.

Mel Sweet
Headteacher

Job Description

Job Title: Examinations and Data Officer

Responsible to: Deputy Headteacher: Quality of Education

PURPOSE OF THE POST:

Examination Officer Duties:

The post holder will ensure that the school runs secure, efficient and effective examinations and assessments. The post holder will:

- Review the exams and non-exams assessment policy annually with the DHT and ensure that the policy is followed.
- Manage the examinations budget in consultation with the DHT.

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 the headteacher, teaching and associate staff on:
 - all exam rules and regulations relating to externally set exams, non-examined assessments (NEA - coursework) and national standardised tests and assessments at Key Stage 4
 - all rules and regulations applying to nationally standardised tests and assessments at Key Stage 3.

The post holder will oversee the administration of Key Stage 4 coursework programmes and provide a support service to course leaders in order to achieve satisfactory assessment of students' work. The post holder will:

- Communicate directly with heads of faculty and SLT the key deadline dates - ensuring that all NEA forms are submitted to deadlines.
- Coordinate the moderation timetable for NEA's, keeping the DHT informed - ensuring all data is submitted to deadlines.
- Ensure that faculty teams submit student work for NEA to the exam board/moderator/examiner in a suitable secure format.
- Be accountable for the submission of all exam entries, ensuring accuracy of initial submission; lead, manage and take responsibility for the checking of entries and any subsequent changes to entries and tiers of entry.

The post holder will lead on, and take responsibility for, the planning and supervision of the examination and assessment timetable in order to ensure that examinations and assessments are properly invigilated under the correct conditions across Key stages 3 and 4. The post holder will:

- Lead on, and take responsibility for, the planning of the internal and external assessment, mock-exam, NEA and examination timetables consult with SLT, Heads of Faculty, the school business team and administration staff to ensure all resources, rooming requirements and bookings, timetable and staffing changes are in place.
- Publish on the school website all required exams, assessment and post-exams services information.
- Publish all essential assessment and exams information to school staff using the school bulletin, staff briefing and calendared meetings.
- Train faculty staff and SLT as required to access and navigate assessment providers and exam board websites and portals.
- Be accountable for, the receipt and secure storage of all question papers, recordings and exam/assessment materials; informing leaders of systems and expectations.
- Manage and take responsibility for the correct release of all exam and assessment materials according to exam regulations.
- Lead on, and take responsibility for, the construction of all exam seating plans in the MiS. Manage the distribution and publication of seating plan information to staff and students, making adaptations as needed through assessment and exam periods.
- Consult with SLT and year team staff and brief students appropriately on examination and assessment procedures, conduct and expectations. Produce guidelines for staff, students and parents.
- Lead on, and take responsibility for, the recruitment of exam invigilators, liaise with the DHT and TiLA Recruitment team to plan and complete recruitment cycles.
- Lead on, and take responsibility for, the school-based induction programme for invigilators, and the lead invigilators where needed, to ensure they can fulfil their role and responsibilities. Identify and provide additional training for the invigilation team through the year as required.
- Be accountable for the planning of the invigilation timetable, ensuring all exam regulations and procedures are in place. Consult with SLT and Heads of Faculty to ensure subject specific arrangements are in place.
- Make adaptations to invigilation plans as needed on the day of assessments or exams to address cover needs for staff absences - consult with DHT to resolve issues.
- Lead on, and take responsibility, for the organisation and provision of all equipment and resources in examination and assessment rooms.
- Lead on, and take responsibility for, the start and end of exams or delegate responsibilities to the lead invigilator(s) when there are multiple exam rooms in use.
- Be responsible for communicating expectations and protocols to students before entry to and when in the exam hall: checking the authenticity of students and dealing with disruptive behaviour.
- Lead on JCQ quality assurance visits to the site – ensuring the invigilation team are prepared and compliant with all JCQ expectations; meeting the assessor and providing all necessary information and resources. Lead on the post-visit reports and recommendations action plan.
- Be accountable for ensuring examination scripts and digital scripts are checked, kept secure and dispatched to exam boards to meet deadlines.

The post holder will consult with key staff to administer access arrangements and make applications for special consideration by exam board deadlines. The post holder will:

- Consult with the SENDCo to ensure all exam access arrangements are in place for all students at Key Stage 4.
- Consult with the SENDCo and Year 11 team to co-ordinate special consideration submissions to exam boards.

The post holder's responsibilities for external exam results and post-results services are:

- Be accountable for following all exam results procedures and manage the receipt of all external exam results into school. In consultation with the DHT and SLT arrange for the appropriate distribution of results.
- Be present in school in August to lead on accessing all summer exam results on the release day and to work with the data manager to upload results to the appropriate MiS following all exam results security and embargo procedures. Ensure all results are ready for student collection on the following results day.
- Organise and oversee exam results day in August, liaising with SLT, school business team and administration staff to ensure site arrangements are in place.
- Be accountable for results day security, the collection of results and alternative arrangements for representatives to collect results.
- Co-ordinate post summer exam results service, working with SLT and Heads of Faculty to ensure enquiries about results, requests for access to scripts, reviews of scripts and appeals are submitted by the required deadlines.
- Be accountable for informing students of the results of any exam reviews.
- Lead on, and take responsibility for, the transfer of accurate examination data into Arbor.
- Manage all post-exams quality assurance subject reports from exam boards – distributing them to SLT and Heads of Faculty as needed.
- Be accountable for the receipt of exam certificates, the checking of all certificate details and managing the secure distribution of exam certificates.
- Co-ordinate with SLT the exam certificate collection evening for school leavers

General Duties:

Responsibility for duties as listed above, and in addition:

- To follow all school and Trust policies and school procedures
- All members of staff at Orchard School Bristol have a collective responsibility for securing the vision of the school and the benefits of inclusive education
- All members of staff have a responsibility for helping to develop and secure continued improvement for their school
- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff/students to follow this
- To work in a co-operative and polite manner with all stakeholders
- To follow all child protection procedures. To ensure that children's safety and wellbeing is never compromised

- To be polite, cooperative and positive when communicating to other staff
- To work with visitors to the school in such a way that it enhances the reputation of Orchard School
- To present oneself in a professional way that is consistent with the values and expectations of the school
- Participate in training and other learning activities and CPD as required

Other Duties:

This job description is current at the date shown, but, in conjunction with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task undertaken may not be specified.

This job description is not necessarily a comprehensive definition. It may be subject to change or modification at any time. It will be reviewed periodically and when appropriate.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct as outlined in the Trust's Code of Conduct/Standards. The following statements define the behaviour and attitudes which set the required standard for conduct, whilst working at the school. Members of staff are expected to maintain high standards of ethics and behaviour within and outside school, by:

- Treating staff and students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a staff member having regard to the need to safeguard students, in accordance with statutory provisions
- Showing tolerance and respect for the rights of others
- 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
- Ensuring that personal beliefs are not expressed in ways which could exploit students' vulnerability or might lead them to break the law
- Members of staff must have proper and professional regard for the ethos, policies and practice of the school in which they work, and maintain high standards in their own attendance and punctuality

Date of Job Description: April 2024

Person Specification: Examinations and Data Officer

This specification describes the qualifications, skills and personal qualities needed by the successful applicant for the post.

ESSENTIAL	DESIRABLE
<p>Qualifications & Training</p> <p>GCSE English and Maths grades A*-C (or equivalent)</p> <p>NVQ Level 3 Qualification or prepared to work towards this</p> <p>Evidence of Continuous Professional Development</p>	<p>Qualifications & Training</p> <p>Data Management specific qualifications</p> <p>Experience of using Arbor</p> <p>Previous experience of working in an education setting with GCSE C (or equivalent) and above</p>
<p>Knowledge & Experience</p> <p>Knowledge of basic data analysis principles and methods</p> <p>Knowledge/experience of MS Office, in particular Excel and Word</p> <p>Experience working in a data driven environment</p> <p>Experience of the management of data</p> <p>Ability to input and interrogate data for analysis purposes</p> <p>Experience in supervising staff or workflows and delivering training</p>	<p>Knowledge & Experience</p> <p>Knowledge of internal and external regulatory requirements</p> <p>Experience of using a Management Information System within an education setting</p> <p>Experience of reconciling complex data and producing summary reports</p> <p>Experience of the coordination of exams</p> <p>Experience of producing complex data within a school environment</p>

Personal Attributes

Effective interpersonal skills; ability to communicate effectively in a range of media and with a range of stakeholders

Excellent communication skills, written and verbal

Attention to detail and high accuracy rate

Ability to plan, organise, prioritise and manage their own personal time effectively

Excellent numeracy, literacy and organisational skills

Ability to build strong relationships with students, teachers and external stakeholders

Maintain high professional and personal standards

Willingness to undertake training/professional development in-house or externally

Ability to work with, and alongside management at all levels

Initiative, common sense and patience

Willingness to adopt new technologies as appropriate

Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our web site: www.tilacademies.co.uk

The five main elements of our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' most recent Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Explanatory Notes/How to Apply

Application Form

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Letter of Application

Your letter of application should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Orchard School.

Interview Process

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form and your letter of application, so please read the Job Description and Person Specification carefully before you complete your form.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Closing Date: Rolling advert

Interview Day: Tuesday 21 May

Applying: Completed Application Forms should be returned to:
recruitment@filacademies.co.uk