

Job Description

Job Title:	Examinations, Data & Access Arrangements Coordinator
Grade:	Band F (scale points 7-12)
Hours:	37 hours per week; 40 working weeks
Reporting to:	Data Systems Manager
Department:	Examinations & Data with cross-functional responsibility for Access Arrangements

Main Purpose of Role

To provide high-quality coordination and administrative support across Examinations, Data and Access Arrangements. The postholder will support the Data Systems Manager and Examinations Officer, and work closely with Inclusion/SEND colleagues and the qualified access arrangements assessor, to ensure that examination administration, school data processes and Access Arrangements are accurate, timely, secure and compliant.

The role requires extensive use of the school Management Information System (MIS/Bromcom), awarding-body systems and JCQ processes. It is an evolving post requiring strong organisation, careful case management, excellent attention to detail and the ability to work calmly and flexibly through periods of significant operational pressure.

Philosophy

This is an evolving post impacted by school policies and government agencies changes in protocol and procedure. Subsequently the nature of specific activities and duties will change and adapt in response to these. The post holder is expected to develop highly organised and efficient systems, ensuring quality assurance at all levels. The post holder will need to display a robust attitude to the demands of the role.

Access Arrangements Coordination - Main Duties and Responsibilities

- Act as the central administrative coordinator for Access Arrangements, working closely with the Examinations Officer, Inclusion/SEND colleagues, the qualified assessor, curriculum staff, students and parents/carers.
- Coordinate referrals and requests for Access Arrangements and ensure that evidence is gathered in a timely and systematic way, including evidence of the candidate's normal way of working and relevant medical, specialist or teaching information where applicable.
- Maintain accurate, secure and inspection-ready candidate records, consent records, supporting evidence and required JCQ/awarding-body documentation.
- Prepare, submit, monitor and update Access Arrangements applications through the relevant online systems under the school's agreed procedures and delegated authority.
- Maintain a clear schedule of application, review and renewal deadlines and proactively follow up outstanding evidence or actions.
- Arrange specialist assessments with the appropriately qualified assessor and ensure the resulting evidence is incorporated correctly into the candidate's file and examination planning.
- Maintain Access Arrangements information within the MIS and other agreed tracking systems, ensuring records are current and accessible only to appropriate staff.
- Translate approved arrangements into practical delivery for internal and external examinations, including rooming, staffing, assistive technology, rest breaks and other approved arrangements.

- Provide accurate information to the Examinations Officer and invigilation team so that approved arrangements are implemented consistently and securely on examination days.
- Support briefing and training for staff and invigilators on the practical implementation of Access Arrangements and the importance of maintaining the candidate's normal way of working.
- Support preparation for JCQ inspection and internal quality assurance by ensuring records, processes and evidence are complete and readily available.
- Undertake regular review and housekeeping of Access Arrangements records and support transition of information between year groups and examination series.
- Undertake appropriate Access Arrangements Coordinator training and continuing professional development. Specialist assessment must only be undertaken where the postholder holds the required qualification and has been formally authorised by the school.

Examination Main Duties and Responsibilities

People and Invigilation Support

- Support recruitment, availability checking, training records and deployment of invigilators for all examination series.
- Support the Examinations Officer in allocating invigilators to rooms and roles and in ensuring that invigilators receive clear information about duties, timings and candidate needs.
- Maintain accurate records of invigilator training and required briefings.

Examination Administration

- Act as a key point of contact for examination-related enquiries from colleagues, students, awarding bodies and parents/carers, escalating to the Examinations Officer as appropriate.
- Keep up to date with current JCQ and awarding-body requirements relevant to the duties of the post.
- Support the daily running of internal and external examinations and maintain the security and integrity of confidential examination materials.
- Support examination entries, timetable production, rooming, seating plans and the issue of candidate information using the school MIS and awarding-body systems.
- Work with the Examinations Officer, Curriculum/Subject/Faculty Leads and SLT to support examination timetable planning and the communication of operational arrangements.
- Liaise with Facilities, IT, Catering, Inclusion/SEND and other teams regarding examination rooms, equipment, staffing and candidate requirements.
- Support receipt, checking, secure storage, preparation, despatch and archiving of examination materials and documentation in accordance with regulations.
- Support online and on-screen assessment requirements and other assessment activity as required.
- Be prepared for regular manual handling of examination papers, candidate documentation and examination-room materials.

Examination Days and Results

- Support the Examinations Officer and invigilation team to ensure rooms are prepared correctly and candidates receive the correct papers and approved arrangements.
- Support the management of examination-day incidents and emergencies, escalating decisions appropriately.
- Support the secure start and end of examinations and the correct packaging/despatch of scripts and other materials.
- Be available for agreed summer results duties and support the secure processing, checking and distribution of results and certificates.
- Support post-results administration and record keeping as directed by the Examinations Officer.

Data Main Duties and Responsibilities

- Provide first-line administrative support to the Data Systems Manager and contribute to accurate, timely school data processes.
- Assist with attainment targets, markbook setup, data-capture monitoring and the production/publication of student progress information.
- Generate ad-hoc reports and undertake agreed imports/exports between the MIS and other school systems, including SISRA where applicable.
- Support statutory and internal data processes including the school census, MIS housekeeping and document storage.
- Process agreed data tasks for mid-year starters and leavers, including parent/carers access and relevant attainment information.
- Check data carefully, identify anomalies and escalate concerns to the Data Systems Manager.

Team Duties and Responsibilities

- Support the team with logging and monitoring calls raised with the MIS provider.
- Create and issue appropriate parent/carers MIS portal access and publish authorised data and examination information.
- Contribute to the school weekly digest, team OneNote/shared systems and key dates calendar.
- Monitor and action/distribute items from shared team email accounts as agreed.
- Provide reasonable cross-cover within the Exams & Data team at peak times, while recognising the specialist responsibilities assigned to each postholder.

General Responsibilities

- Undertake other duties as directed by the line manager that are commensurate with the level and broad purpose of the post.
- Maintain strict confidentiality and comply with UK GDPR, the Data Protection Act 2018, school policies and all relevant information-security requirements.
- Comply with safeguarding, Health & Safety, acceptable-use and other relevant school policies and procedures.
- Participate in performance management and undertake appropriate training and professional development.
- Contribute to a professional, inclusive and service-focused culture that supports teaching, learning, pupil progress and wellbeing.

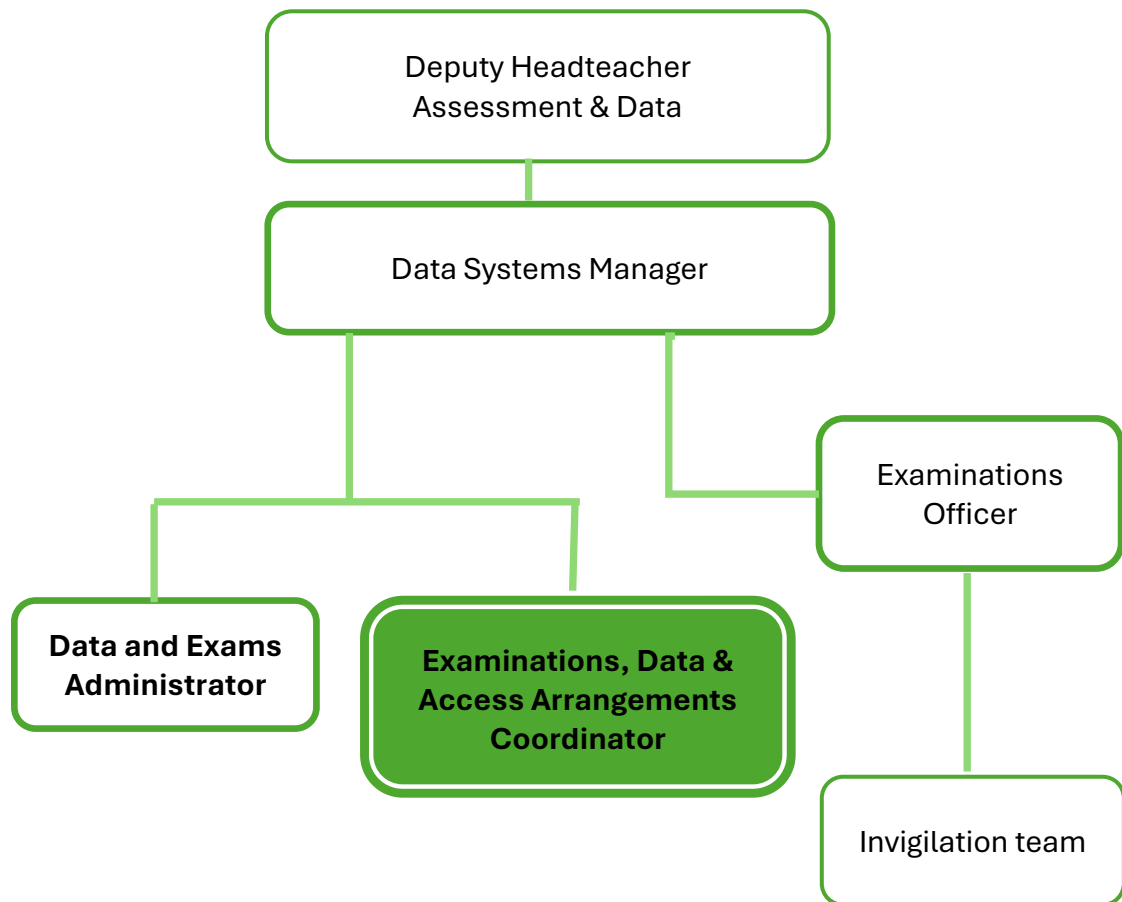
Key Working Relationships

- Data Systems Manager (line manager).
- Examinations Officer.
- Deputy Headteacher with oversight of Assessment & Data / Examinations.
- Assistant Headteacher responsible for Inclusion, SENCO, Inclusion Assessment Leader and qualified Access Arrangements assessor.
- Data & Exams Administrator and invigilation team.
- Curriculum, Subject and Faculty Leads; teaching staff; Facilities; IT; Finance; HR and other support teams.
- Students, parents/carers, awarding bodies and external agencies where appropriate.

Notes

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to the role without altering its general nature or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions in the relevant Contract of Employment for Support Staff.
- This job description sets out an indicative range of duties and outcomes and does not imply the relative priority or proportion of time to be spent on each.

SUAS Organisation Chart Extract



Appendix 1

Support Staff Posts

Corporate

- Support the line manager and team in maintaining a customer focus, efficient working, clear operating procedures, regulatory compliance and effective support for teaching and learning.
- Contribute to the effective operation of support services.
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- As part of the support staff team, provide assistance with examination invigilation if required and appropriately trained.
- As a member of staff working in a school setting, help keep young people safe and take reasonable steps to protect their welfare and wellbeing.

Working with Students

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

From time to time, take the opportunity to be involved in working groups designed to enhance the learning or operational aspects of school life.

Appendix 2

Examinations, Data & Access Arrangements Coordinator

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week, based on 8:00am to 4:10pm Monday to Thursday, 8:00am to 3:40pm on Fridays, with some flexibility to these times in agreement with the line manager.

An unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Working weeks will be 40, comprised of 38 weeks of school term, plus 5 staff learning days, (actual dates to be designated on a year-by-year basis) plus 5 days to be worked in agreement with line manager during the school summer break for results days. Flexibility will be required due to examination, results and access arrangements deadlines and may involve working outside normal core school hours at agreed peak periods.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies, or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking (subject to availability).
- Wellbeing employee assistance programme.
- Contributory pension scheme.

Remuneration

Starting salary for a full-time post at Band F (scale point 7 - 12) is within the range £27,274 to £29,542 starting point depending on experience and qualifications. Actual salary for hours and weeks worked is calculated as £24,231.90 to £26,724.15. Starting point depending on experience, qualifications, and subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.