



JOB DESCRIPTION

Job Title: Examinations & Data Officer
Grade: C1 (SCP 12-17)
Reporting to: Business Manager

Job Purpose:

The purpose of this post is to ensure the integrity of Leeds Mathematics School as an examination centre, to be responsible for the smooth running and administration of all examinations, tests and controlled assessments in conjunction with senior administration support and the upkeep of student data.

To ensure that LMaS has up-to-date, accurate and relevant data with regards to the student population and to manage the day-to-day data needs of the school. To work closely with the Senior Leadership Team to ensure that the data requirements of the Senior Leadership Team are met.

Responsibilities

Examinations

To manage a full range of administrative tasks for the examination process:

- Keeping detailed real time records, showing examination entries for all students.
- Dealing with the requirements of examination boards for the effective administration of examinations and providing relevant statistical reports as required.
- Liaising with examination boards in respect of administration of entries, coursework requirements, conduct of examinations and results. Submitting all entries and ensuring that examination boards/authorities are aware of any special requirements for students and that the appropriate provision is made.
- Providing accurate timetables to include dates, times, venues and number of candidates for all external and internal examinations.
- Ensuring that all students, staff and parents are aware of and comply with the regulations for external and internal examinations and liaising with students/parents in respect of results, enquiries and appeals.
- Creating seating plans, organising examination rooms and arranging safe and secure storage of examination materials and question papers, in accordance with relevant regulations.
- Facilitating exam invigilation, ensuring that invigilators are properly briefed on procedures.
- Providing support in school on examination results days.
- Making external examination arrangements for private candidates where appropriate.
- Ensuring certificates are checked and distributed appropriately.
- Keeping up to date procedures and regulations for external examinations ensuring attendance at appropriate awarding body and in-service training meetings.

Data

To manage a full range of day-to-day data needs including:

- Management and maintenance of the SIMS system, ensuring all records are up to date.
- Co-ordinate the submission of the student and staff workforce census.
- Compiling and maintaining confidential student records.
- Ensure all students and staff have accurate timetable data within SIMS.
- Ensure that complete and full educational data is available for all students.

GORSE

- Provide relevant reports from SIMS as required.
- Create and manage spreadsheets, tracking information with precision, as required.
- Responsible for preparing the academic year in SIMS and ensuring all modules within SIMS, such as attendance are prepared in an efficient and timely manner.
- Manage the smooth transition from one academic year to the next with all sections of SIMS.
- Ensure that the Senior Leadership Team have up to date documentation, including data dashboards and reports.
- Assist the Senior Leadership Team in all aspects of timetable maintenance, including class membership, room and staff changes.
- Create staff/student user accounts as appropriate.

General

- Provide administration support to the Senior Leadership team as required.
- Cover Reception duties when required.
- Communicating effectively with staff, parents/carers via written communication and on the telephone.
- Using IT applications and databases effectively to deliver high quality, prompt and efficient administration tasks.
- Having a commitment to collaborative and co-operative working.
- Working as a team member, identifying opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake additional duties appropriate to the role as required.
- Record keeping, filing, data input/retrieval, photocopying and shredding.
- Preparing routine correspondence and information packs.
- Receiving and directing incoming/outgoing emails.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification Examinations and Data Officer

Every member of staff at Leeds Mathematics School must be:

- committed to working as part of a whole school team and supporting the vision and aims of Leeds Mathematics School, and
- excited by the opportunity to be part of a 'start up' school, but also accepting that working on a 'blank slate' demands flexibility, resilience and creativity above and beyond 'the day to day' in an established school or college.

Criteria	Essential/ Desirable
Qualifications	
Grade C/4 and above in GCSE English and Mathematics	E
Admin NVQ qualification	D
Knowledge and Skills	
Proficient in Microsoft Office applications, especially Excel and Word.	E
Good communication and interpersonal skills	E
Good numeracy, literacy and ICT skills	E
Familiar with using SIMSs	E
Able to work on own initiative	E
Good organisational skills with meticulous attention to detail	E
Good time managements skills, including the ability to work to deadlines	E
Work well as part of a team	E
Ability to work well under pressure	E
Flexibility to work outside hours on very occasional basis	E
Some basic knowledge and understanding of a school system including Post 16	D
Experience	
Previous work experience in an examination role within a school	E
Experience of working in a school within a data role	E
Experience of working in a school environment or of working with young people	D
Continuous Professional Development	
Evidence of commitment to Continuing Professional Development	E
Other Conditions	
Enhanced DBS Clearance	E

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