

JOB DESCRIPTION

Post title	Examinations and Data Officer	Reporting to	Principal
Location	Shireland Biomedical UTC	Grade	Band E
Contract type	Permanent	Hours of work	37 Hours, Term time plus 2 weeks

Key Responsibilities:

Systems and Data Handling

- Using examination software or Management Information Systems (e.g., Arbor) to track entries, results, and attendance.
- Keeping accurate records of attendance, absences, and special considerations.
- Develop user-friendly guides and documentation to support staff with data entry and interpretation.

Exam Reporting and Assessment Data

- Coordinating the collection and collation of assessment and reporting data from teaching staff.
- Managing the production and distribution of academic reports.

Exam Administration

- Organising and overseeing all internal and external examinations (e.g., GCSEs, mocks, functional skills).
- Registering students for the appropriate exam entries.
- Ensuring exam entries are submitted to awarding bodies by set deadlines.
- Managing access arrangements in conjunction with the SENCo for students with special educational needs.

Exam Timetabling and Rooming

- Creating and distributing the exam timetable to staff, students, and parents.
- Booking and preparing rooms for exams, ensuring appropriate layout and environment.
- Organising invigilation schedules and staffing.

Compliance and Policies

- Ensuring that all exams are conducted in line with JCQ (Joint Council for Qualifications) regulations and awarding body requirements.
- Maintaining and updating exam-related school policies.
- Being the main point of contact for awarding bodies and staying up to date with regulation changes.

Staff Management

- Recruiting, training, and managing invigilators.
- Briefing invigilators and staff on exam protocols and procedures.
- Liaising with teaching staff to ensure curriculum needs are met during exam season.

Security and Storage

- Managing secure storage and distribution of exam papers.
- Ensuring scripts are sent securely and promptly to examiners or awarding bodies.
- Reporting any security breaches or irregularities during exams.

Communication

- Informing students and parents about exam arrangements, rules, and expectations.
- Providing exam results to students and supporting SLT (Senior Leadership Team) with results analysis.
- Coordinating remark or re-mark requests and managing appeals.

We pride ourselves on being an employer of choice where all staff can thrive. We believe that supporting our staff both personally and professionally allows them to give their very best to our students. Our aim is to foster a working culture that recognises and reflects the importance of good mental health and wellbeing and provides effective support when colleagues need it.

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for post carrying out a regulated activity.