Job Description – Examinations and Data Officer

**RESPONSIBLE TO:** Headteacher and on a day to day basis to the Assistant Headteacher with responsibility for exams

### PURPOSE OF YOUR POST:

The Administration Team provides a comprehensive support service to teachers and other support staff in the school. While not required to tutor pupils directly, the team has a marked effect on pupil learning by influencing the context in which learning takes place. This influence extends to parents and the general public for whom members of the team are often the first point of contact.

It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

### SHARED RESPONSIBILITIES AS A MEMBER OF THE ADMINISTRATION TEAM:

1. Help ensure the smooth running of the school.
2. Play a full part in shadowing each other’s role so that, in the event of staff absence and at times of pressure, roles can be interchanged flexibly.
3. Make constructive suggestions for improvement in administration and other procedures that are conducive to efficient and effective operation and supportive of the core purpose of the school (pupil learning).
4. Support other members of the team in the fulfilment of their responsibilities.

#### CONDITIONS OF EMPLOYMENT:

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

## PARTICULAR DUTIES:

The following is an indicative list of duties:

* Liaise with Exam Boards – re: entries, return of scripts, remarks, retakes;
* Collect and store securely all question papers and examinations stationery and ensure that all papers required have been delivered;
* Liaise with subject leaders regarding exam entries;
* Liaise with SENDco regarding students with special arrangements;
* Collate lists for all public examinations entries and coursework mark sheets from Heads of Department;
* Receive and collate student entry forms;
* Input and process examination data;
* Prepare and manage registers, invigilators, seating plans and examination timetables;
* Oversee the arrangement of exam layouts in the designated exam areas to ensure compliance with JCQ regulations;
* Liaise with the Lettings Manager and the Site Manager to ensure the correct placement of exam desks which are moved daily to accommodate lettings;
* Collate and prepare completed examination papers for collection and post coursework;
* Inform students of examination arrangements and codes of behaviour during examinations;
* Organise the recruitment, training and induction of external invigilators for internal and external examinations;
* Maintain up-to-date knowledge of current legal requirements for examinations and best practice through active continual professional development by: membership of the Examination Officers’ Association, liaison with Exam Officer networks locally and nationally;
* Regularly update policies and procedures in line with JCQ requirements;
* Download examination results on August results days;
* Administration of the school’s Attainment and Reporting procedures using the SIMS Management Information System;
* Have oversight of assessment and reporting data, monitor staff input and report any problems with deadlines to Senior Leaders;
* Manage the printing and distribution of Assessment and Profile reports sent to parents;
* Maintain/monitor Assessment Manager area of Arbor;
* Design and set up templates for each reporting session;
* Ensure correct data fields are inserted into report templates so that reports are complete and accurate;
* Independently resolve problems relating to data collection and reports to ensure smooth running of procedures;
* Provide summary analyses of students’ reports for Year Coordinators, Subject Leaders, Senior Leadership Team and the Headteacher;
* Work with the Senior Leadership Team in setting clear and workable deadlines for data collection and to meet all deadlines;
* Administration of the school’s data tracking systems and procedures using Arbor;
* Support the Senior Leadership Team in the development and maintenance of the school’s Management Information Systems;
* Design and set up aspects and marksheets for data collection;
* Lead on importing results and database information from other systems, such as FFT Aspire, to provide a comprehensive set of base data for all students;
* Produce data on an ad-hoc basis for staff;
* Maintain other software applications such as SISRA Analytics to facilitate school operations;
* Responsible for pupil future estimates and census records;
* Undertake other duties which the Headteacher or member of SLT responsible for data and exams may reasonably require.

**NOTES:**

This post is part time: 37 hours per week. Full Time 52 weeks of the year.

Current working hours: TBC

**Person Specification – Examinations & Data Officer**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Good general standard of education with qualifications to at least GCSE standard or equivalent | A level qualifications or equivalent |
| **Experience** | Experience of working in an office and data driven environment  Experience of compliance with the requirements of regulatory bodies | Experience of working in a school environment  Experience of working with young people  Experience of examination administration or organisation |
| **Knowledge** |  | Knowledge or understanding of secondary school procedures  Knowledge of examinations regulations or procedures |
| **Skills & Ability** | ICT Skills (Intermediate Word, Excel, Microsoft Outlook, Powerpoint)  Good analytical and numerical ability  Excellent written and oral communication skills  Good communication and interpersonal skills – working with staff, students and parents/carers  High level of personal organisation, and the ability to work without close supervision  Calm, confident attitude  Smart appearance  Ability to adapt quickly to different situations and a good level of common sense  Ability to work in a team and on your own  Experience of dealing with confidential issues  Sensitive to the needs of the students | Knowledge of Arbor |