NON NOBIS SOLUM

Edmonton County School

Educating our Community for Success

Examinations Officer/Data Support Assistant

Scale 6

Required:
As soon as possible

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Cambridge Campus
Great Cambridge Road,
Enfield EN1 1HQ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Headteacher: Paul Miller

About EdAct

EdAcT

www.edact.org.uk

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmon's Brook School (Special) and the EdAcT Therapy Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do
Developing a shared understanding of teaching and learning by sharing strengths and best practice
Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face
Creative in our approach to achieving the best for the children
Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive

About ECS

Edmonton County School

www.edact.org.uk

Edmonton County School - Ofsted reports

Edmonton County School (ECS) is a mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton for children aged 2 to 19. Although we are a large organisation, with over 1900 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Our school motto 'Non Nobis Solum' (Not for Ourselves Alone) embodies our core aim which is 'Educating our Community for Success.' The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning, and we want them to develop as individuals so that they leave us as confident and socially-responsible young people, who are well-equipped to contribute to society and enjoy success in whichever field they choose for themselves.

We are proud of the academic progress that pupils make at ECS. At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Children in our Primary Phase achieve outcomes better than local and national averages. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better, and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 30 years and have been a senior school leader for 20 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller, Headteacher

Job Description: Examinations/Data Support Assistant

Post Title: Examinations/Data Support Assistant
Grade: Scale 6
Hours: 36 hours per week / 52 weeks per year
Responsible to: Assigned Deputy Headteacher; ultimately the Headteacher

Purpose of the Job:

- The Examinations Officer / Data Support Assistant is responsible for the administration of all internal and public examinations in the school, including CATs, PPEs, KS3 End of Year, GCSE, A Level and others.-To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications[1] (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules and requirements for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the examination and assessment process

- To provide support, advice and guidance to the head of centre/senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations and assessments at all times

- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments

- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed

- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met

- To ensure examinations are conducted in accordance with the regulations

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations/assessments have taken place.

- Support provided to teaching staff, students and parents about examinations.

Job Description: Examinations/Data Support Assistant

Main duties and responsibilities

Before examinations

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use the tools within JCQ's shared services and awarding bodies' online systems and in compliance with awarding bodies' Multi-Factor Authentication (MFA) requirements
- Ensure familiarity with the centre's Management Information System (MIS)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register update (as managed by Cambridge OCR on behalf of the JCQ awarding bodies) and informs of any changes to centre status
- Manage arrangements to receive, move, check and store question papers and confidential materials safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review and annual update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

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Job Description: Examinations/Data Support Assistant

Entries

- Follow each awarding body's terms and conditions for the registration, entry and timely withdrawal of candidates for their examinations and assessments

- Accurately register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
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- Submit registrations, examination entries and certification claims by the deadline(s) and comply with the requirements of the specification, including any terminal rules which must be met at the point of certification

- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees

- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates

- Verify the identity of all students that are entered for examinations or assessments

- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data

- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies

- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements

- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators

- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations

- Effectively resolve any exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations

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- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders complete administrative tasks associated with centre-assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation, etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

During examinations

Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body requirements
- Ensure all exam accommodation is prepared as required by the regulations
- Effectively deploy fully trained invigilators to exam rooms in accordance with the requirements
- Manage unexpected issues or irregularities which may affect the conduct of examinations
- Ensure procedures are in place to verify the identity of all candidates at the time of the examination
- Support the head of centre in investigating and reporting any cases of alleged, suspected or actual incidents of malpractice or maladministration as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

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After examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and grade boundaries and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body requirements
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
- Acquire/develop the skills required to undertake the role effectively and efficiently
- To successfully complete/adhere to the Exams Officer Professional Standards on an annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the Exams Officer Professional Standards Values and Attributes statement
- Undertake regular Continuing Professional Development (CPD) and engage in the centre's Appraisal/Professional Development Programme
- Undertake annual cyber security training
- Undertake other training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examination and assessment administration, for example:
    - the preparation for and conduct of internal examinations/assessments under external examination conditions
    - other exams-related administrative tasks

Duties will also include:

1.Assisting Data Manager to set up and maintain Arbor database with all assessment information for all students in each year group.

2.Assist Data Manager in producing class context sheets and reports for all students in each year group.

3.Assist with matters/work in the Data Manager's absence

4.Assist with cover matters/work in the Cover Manager's absence

Undertaking any other duties reasonably requested by the Headteacher, commensurate with the post and reflecting school or Trust priorities.

This job description may be amended at any time after consultation with you.

Person Specification: Examinations/Data Support Assistant

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of…' is not enough.

Proven experience of use of ICT, particularly databases and spreadsheets for managing and manipulating data.

1. The ability to work well under pressure and to meet tight deadlines.
2. The ability to work accurately and logically.
3. Very good organisational and administrative skills.
4. High level of motivation and the ability to work on their own initiative.
5. The ability to liaise and work with staff, students, parents and examination board personnel.
6. Develop systems that support effectiveness within the school system.
7. Good verbal and written communication skills.
8. Good interpersonal skills.

How to apply

You can apply online by completing the application form:

Careers | Edact Trust

We look forward to hearing from you.

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Headteacher: Mr Paul Miller