**Job Description**

**Post**: Examinations Officer/Data Administrator

**Hours of Work:** 37hrs per week term time only plus three weeks

(to include Inset days and August examination week)

**Reporting to**: Curriculum Deputy Headteacher: Kate Phillips

**Main purpose** Administer and organise all aspects of external and internal exams.

**Duties**

1. **Examinations**

* Responsibility for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school data
* Maintain Exams and course information held in the MIS
* Liaise with CLs in finalising student entries, ensuring timely return of disseminated paperwork
* Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
* Arrange for all internal and external examinations, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary
* Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines
* Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations
* Check, pack and arrange the despatch of all external examination papers by relevant authorised means
* Ensure exams are conducted to the standards required by the JCQ
* Be responsible for the daily running of public examinations including seating plans, candidate numbers and also organising all requirements of any practical exams
* Inform the relevant staff about arrangements that need to be made for furniture set up in the main hall, the gyms and/or other examination rooms
* To produce guidelines for staff and students, including exam session conduct guidelines to all students and staff
* To collate and distribute statements of entry to students and exam timetable
* Collaborate with the Learning Support Department in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented
* Monitor exam attendance and take appropriate action in liaison with pastoral support
* Arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students
* Provide relevant statistics on examination entry and examination results to the CL’s and SLT (especially on the day of restricted release of results) and to other colleagues as required
* To ensure there is a full complement of trained exam invigilators
* To ensure release of exam results
* Attend and set-up results day in August, deal with queries and requests for re-marks
* To manage the distribution of exam certificates
* To analyse and provide exam data as required
* To perform other MIS, data or clerical tasks under direction from deputy Headteacher

**QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED**

| criteria | qualities |
| --- | --- |
| **Qualifications** | * In depth experience in relevant discipline and professional experience |
| **Experience** | * Expert knowledge of JCQ regulations and latest examination legislation * A clear understanding of developments in education * Professional experience of UK data protection law * Experience of managing data protection compliance, particularly responding to subject access requests * Analysing and evaluating data |
| **Skills and knowledge** | * Knowledge of UK data protection law (the UK GDPR and Data Protection Act 2018) * Knowledge of information security and data processing principles and good practice * Excellent attention to detail * Excellent literacy/numeracy skills * Effective use of specialist IT packages * Ability to interpret advice/statute and to devise policy/practice in the light of these * Ability to plan, organise, prioritise and develop systems * Ability to explain complex data protection and information security information  to a non-specialist audience |
| **Personal qualities** | * Detail-orientated * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well |

**Principal Contacts**

Support staff, teaching staff, Senior Leadership Team, Outside Agencies, Exam Boards, Governing bodies.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Signed ………………………………………….. ……………………………………

Headteacher Post Holder

Date …………………………………………….. Date ………………………………