JOB DESCRIPTION

Job Title:	**Examinations Officer supporting MIS and Data**
Academy:	**Brayton Academy**
Salary:	**SCP 25 – 29 (£30,095 - £33,486 per annum)**
Actual Salary:	**£26,517 - £29,505 per annum**
Hours:	**37 Hours per week. Term time plus 10 days**

Main purpose of the job:

- To ensure the smooth running of examinations as well as general administrative support to the Academy as required.
- Operation of school management information systems relating to examinations and reporting on outcomes.
- Respond to queries and deal effectively with Examinations Board staff on behalf of pupils and Academy.
- Attendance at centre when GCSE results are released is a vital part of the role.
- To work as part of a team, supporting colleagues with MIS and data procedures as necessary.

Main Duties

Examinations

- Manage the administration of external and internal school examinations
- Be involved in the recruitment of, and conduct induction training for invigilators to assist with the management of the examinations
- Liaise with the invigilators to arrange for adequate deployment of staffing for each exam
- Prepare examination timetables, booking of rooms, and seating plans
- Communicate effectively with all staff and students regarding arrangements for examinations
- Maintain confidentiality in all matters associated with examinations
- Manage the safe storage and checking of all examination papers and stationery
- Be present and available in the academy on the days when results are released including the distribution of the examination results to students and provide reports on outcomes.
- Maintain files of certificates and prepare them for distribution to students
- Process any enquiries about results, the return of scripts, and re-takes, including handling of cash and cheques received from students
- Process applications for Access arrangements and Special consideration
- Administer and package coursework and estimated grades

- Collect, open and sort incoming examination materials post; ensure outgoing post is logged
- Take messages
- Distribute coursework to Heads of Departments, JCQ regulations and exam timetables to pupils
- During exam periods, set up exam rooms & ensure their continued maintenance, ensure invigilators are supported in examination venues
- Check invoices for entries and Post Results
- Attend Exam board meetings as appropriate

General

- Support the maintenance of the student database in MIS, ensuring information is accurate.
- Support the collection and analysis of pupil, subject and academy level assessment data.
- Provide administrative support including cover for other members of the Admin Team as necessary
- Undertake any other duties in connection with the level of the post.
- Ensure the efficient and effective running of the department
- Take account of the published aims and objectives of the academy in all matters
- To carry out any other duties as may reasonably be requested by the Principal
- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the academy
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the leadership team
- To support the Academy's Equality and Diversity Policy
- To appreciate and support the work of other professionals

Any Special Conditions of Service:

There is a requirement to work across all the academies within the MAT as deemed necessary in line with professional responsibilities. There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check

PERSON SPECIFICATION

Job Title: **Examinations Officer supporting MIS and Data**

Grade: **SCP 25 – 29**

The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			

Essential Criteria	How Identified	**Desirable Criteria**	How identified
SKILLS & EXPERIENCE			
Experience of working with management information systems	Application form and selection process		
Effective use of ICT systems and packages (eg. word/excel/powerpoint)	Application form and selection process	**Experience of working in a school or learning environment**	Application form and selection process
Exceptional organisational and time management skills.	Application form and selection process	**Experience working in a Data, Exams and/or MIS role in a school/academy**	Application form and selection process
Able to remain calm under pressure, work to deadlines and manage competing priorities.	Application form and selection process	**Ability to self-evaluate learning needs and actively seek learning opportunities**	Application form and selection process
Make decisions based on understanding of relevant information	Application form and selection process	**Experience of organising exam procedures**	Application form and selection process
Demonstrate sound judgement with the ability to present solutions.	Application form and selection process	**Experience of managing and analysing data**	Application form and selection process
Ability to relate well to children and adults on all levels	Application form and selection process		
Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills	Application form and selection process		
Experience in producing	Application form and		

comprehensive reports	selection process		
Work constructively as part of a team	Application form and selection process		
Ability to work autonomously and under your own initiative	Application form and selection process		
Essential Criteria	How Identified	**Desirable Criteria**	How identified
KNOWLEDGE & UNDERSTANDING			
A background in administration of exams	Application form and selection process	**Strategies for ensuring equal opportunities for staff, students and other stakeholders**	Application form and selection process
An understanding of the Exam systems and procedures in a secondary school setting	Application form and selection process	**Understanding of Safeguarding and Child Protection issues.**	Application form and selection process
The principles and practices of good data management and how these contribute to operational planning and delivery	Application form and selection process	**Knowledge of SIMS or other education databases**	Application form and selection process
An understanding of the principals of efficient and effective administrative support	Application form and selection process		
Good ICT skills and confident in use of Word, Excel and the internet	Application form and selection process		
Full Understanding of relevant polices/codes of practice and awareness of relevant legislation of working in an education setting	Application form and selection process		

QUALIFICATIONS/ TRAINING			
Good standard of education	Application form and selection process	**Business Administrative qualification**	Application form and selection process
A grade 'C' or above GCSE in English and Maths (or equivalent)	Application form and selection process	**Financial qualification**	Application form and selection process
PERSONAL COMPETENCIES AND QUALITIES			
Diplomatic and confident	Selection process	**Determination to succeed and the highest possible expectations of self and others**	Selection process
Flexible approach to meet daily demands of the role	Selection process		
Self-motivated and ability to use initiative to ensure tasks are completed	Selection process	**Reliability, integrity and stamina**	Selection process
An excellent record of attendance and punctuality	Selection process	**Resilience and perspective**	Selection process
Seek advice and support when necessary	Selection process		
OTHER CONDITIONS **Enhanced DBS Check** **Satisfactory References** **Pre-employment Health Check**			