



Job Description

Job Title	Exams and Data Administrator
Salary	NJC Scale 12-17
Responsible To	Head Teacher
Responsible For	No Subordinate staff
Number in Post	1
Date Drafted	May 2025

PURPOSE

The Examinations and Data administrator is responsible for the organisation and smooth running of both internal and external examinations. The administrator acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

To support the administrative and reception activities of the school, as required.

Main duties and responsibilities

Exams Officer

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary
- Recruit, train and manage invigilators as required
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing

- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required
- Make arrangements for sharing results with students (e.g. results day)
- Ensure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records
- To work as part of a team to provide customer focused services.
- To prioritise work to meet conflicting deadlines.
- To maintain accurate records and track progress of work

Data Administrator

- Preparation of management information, including data input and school reports.
- To use IT applications and Databases effectively to deliver administrative tasks.
- To input and retrieve data using computerised systems.
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken.
- To work with others to help improve work organisation and effectiveness
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To provide and assist with hospitality requirements and where necessary.
- To process, input, extract and analyse information from the School's database systems, Arbor.
- Provide instructions and/or assist teachers in the entry of data and liaise with them in relation to missing student data.
- Develop and maintain systems for analysing data across the School, and

- Produce a range of reports relating to staff and pupils as required by the Headteacher and Senior Leadership Team.
- Maintain and update information held on the MIS including timetable changes, assessment and examination data.
- Provide updated year and class data sheets to support student progress monitoring.
- Coordinate the Baseline Testing of all students and check and update all target grades as Required.
- Set up and maintain archive files and historical data as well as carrying out specific download requests for data
- Contribute to the evaluation and development of the effective use of data.
- To maintain and update all school policies associated with management of student data.
- Assist with the administration of the school reporting process.

Working Relationships

There will be a good working relationship with other key constituents of the school involved in the admissions process including the Headteachers, Chief Finance Officer, senior leadership team and other teaching and support staff. A critical success factor of the post is the ability to build rapport with and develop strong relationships by email, phone and in person with prospective families.

Other Duties

- To undertake administrative duties including preparing correspondence and other school communications; reception and office cover, including attendance; and assisting in the coordination of school projects.



**Person Specification
Exams and Data Administrator**

		To be identified by:
Education and Qualifications:		
Knowledge of general office procedures and practice	Essential	Application Form/Certificates
GCSE Maths and English (A-C)	Essential	Application Form/Certificates
Knowledge/qualifications demonstrating ability in numeracy and literacy	Essential	Application Form/Certificates
Knowledge of examination administration, processes and regulations.	Essential	Application Form/Certificates
Experience: applicants should be able to demonstrate recent and relevant experience of:		
Experience of dynamic, child centred school environment	Desirable	Application/Task/Interview
Experience of dealing with queries from a wide range of people	Essential	Application/Task/Interview
Experience of working in partnership with others to deliver work to set deadlines	Essential	Application/Task/Interview
Experience of providing customer focused services	Essential	Application/Task/Interview
Experience of participating in teams	Essential	Application/Task/Interview
Experience in the use of the Microsoft package	Essential	Application/Task
Experience in the use of schools MIS system, preferably Arbor	Desirable	Application

Experience of administering external exams and scheduling and delivering internal assessments	Desirable	Application/Task/Interview
Knowledge, Skills and Ability:		
Able to communicate effectively with a wide range of people (written and verbal)	Essential	Application/Task/Interview
Excellent organization skills, with ability to prioritise work, meet deadlines with a high degree of accuracy	Essential	Application/Task/Interview
Highly effective interpersonal skills	Essential	Task/Interview
Able to show initiative and be solution focused	Essential	Application/Interview
Able to work flexibly as part of a team	Essential	Application/Task/Interview
Able to input/ retrieve information from databases	Essential	Application/Task
Able to process documentation using Word and Excel	Essential	Application/Task
Able to accurately enter/retrieve data information from information systems	Essential	Application/Task
Able to demonstrate good numeracy and literacy skills	Essential	Application/Task
Able to prepare guides to staff that will improve the effective use of MIS systems, eg. Progress, attendance, behaviour	Desirable	Application/Task
Assist in the production of reports.	Desirable	Application/Task
Be approachable, positive, flexible and enthusiastic with a good sense of humour	Essential	Interview
Demonstrate a high level of commitment and professionalism	Essential	Interview
Be a good team player	Essential	Interview
Other:		

Commitment to undertake in-service development	Essential	Interview
Commitment to safeguarding and protecting the welfare of young people.	Essential	Application Form/Interview