

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	December 2024

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

- 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
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- 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
- 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.
- 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.

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.



Person Specification

Exams and Data Administrator

SKILLS	Ess	Des	MOA
Able to communicate effectively with a wide range of people (written and verbal)	*		A,I,T
Excellent organization skills, with ability to prioritise work, meet deadlines with a high degree of accuracy	*		A, I, T
Highly effective interpersonal skills	*		I, T
Able to show initiative and be solution focused	*		A, I
Able to work flexibly as part of a team	*		A,I, T
Able to input/ retrieve information from databases	*		A, T
Able to process documentation using Word and Excel	*		A, T
Able to accurately enter/retrieve data information from information systems	*		A, T
Able to demonstrate good numeracy and literacy skills	*		A, T
Able to prepare guides to staff that will improve the effective use of MIS systems, eg. Progress, attendance, behaviour		*	A,T
Assist in the production of reports.		*	A,T

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice	*		A,T,I
GCSE Maths and English (A-C)	*		A, T
Knowledge/qualifications demonstrating ability in numeracy and literacy		*	A, T
Knowledge of examination administration, processes and regulations.	*		A, I

EXPERIENCE	Ess	Des	MOA
Experience of dynamic, child centred school environment		*	A, T, I
Experience of dealing with queries from a wide range of people	*		A, T, I
Experience of working in partnership with others to deliver work to set deadlines	*		A, T, I
Experience of providing customer focused services	*		A, T, I
Experience of participating in teams	*		A, T, I
Experience in the use of the Microsoft package	*		A, T
Experience in the use of SIMS or Abhor		*	A
Experience of administering external exams and scheduling and delivering internal assessments		*	A, T, I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I