

## EXAMS AND DATA OFFICER JOB DESCRIPTION

<b>GRADE:</b>	6 SCP 11 - 19	<b>HOURS:</b>	37 hours per week term time plus 10 days
<b>RESPONSIBLE TO</b>	The Headteacher	<b>RESPONSIBLE FOR</b>	Exam Invigilators

### KEY OBJECTIVE OF THE ROLE

To be responsible for the school's development and use of their Management Information System (Arbor) to support school improvement and data systems including responsibility for the planning and delivery of the school's exams ensuring that the academy adheres to all regulations, in addition to supporting the administrative functions of the school office.

### MAIN ROLES AND RESPONSIBILITIES

1. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken, whilst liaising with staff/Heads of Department re pupil examination entries.
2. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
3. Complete examination entries and securely store and send completed examination papers to external examination boards.
4. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
5. Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them.
6. Manage arrangements for internal examinations.
7. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
8. Make arrangements for the specific needs of individuals (e.g., SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere.
9. Manage pupil transfer data (including assessment data) in collaboration with the governing body, Local Authority and other schools.
10. Develop and manage assessment recording processes that work effectively across the school.
11. Oversee the analysis and reporting of key data to the senior leadership team including the tracking of pupil's results against set targets and exam results and entries.
12. Manage the dissemination of data to support report construction and the construction of individual development plans for pupils (such as Individual Education Plans).

Individuals in this role may also:

1. Supervise other staff and admin team involved in examinations and manage any related budget. Undertake examination invigilation.
2. Oversee the maintenance of attendance, pupil performance and examination data within the school.
3. Liaise with teaching staff and school management to prepare and maintain school timetables.

## **School**

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding Commitment**

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.