

The Roseland Multi Academy Trust
Job Description

Post title	Data & Exams Officer
Grade:	Grade G (Points 1-6)
Hours:	20 hours per week (three days), term time plus an additional 20 hours – some additional days to be worked during August for exam results School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Headteacher
Responsible to:	Chief Executive Officer / Chief Financial Officer / Headteacher / Leadership Team / Chair of the Trust Board
Supervisory responsibility:	Data & Exams Coordinator, Exam Invigilators
Important functional relationships:	Internal: CEO, CFO, Headteacher, Leadership Team, Trust Data & Exams Manager, staff, students, Trust partners External: Trustees, Governors, Trust partners, Examination Boards, JCQ, other schools and colleges, parents/carers, visitors to the school

Main purpose of the job:

- To oversee the effective administration of external and internal exams and to ensure that all sources of information produced are fit for purpose.
- To have overall responsibility for the consistent and accurate production and development of student and examination data across the school and curriculum, using the school's management information system.
- To support and lead teaching and support staff in the effective administration and interpretation of data.

Duties and responsibilities:

- To work with the Leadership Team (LT) with regard to devising the school's examination timetable structure, and ensure arrangements for examinations are suitable for all school departments.
- To negotiate with examination bodies on behalf of the school with respect to formal examinations processes, times of exams, paper delivery dates and any necessary variations to the instructions provided by the examinations boards.
- To assist in the training and support of invigilation staff, to include safeguarding training, and ensure that all examinations are adequately set up and staffed (including timetabling of the exam season).
- To be responsible for the maintenance of syllabuses. To be familiar with the different syllabuses, tests, modules and coursework requirements and ensure teachers are made aware of the examination and testing requirements as specified by the examination boards.
- To monitor and record the receipt of examination papers from examining bodies. To be responsible for the organisation, confidentiality and security of examination papers.
- To organise the timetable and invigilation programme for examinations, including liaison with external invigilators and correspondence with examination boards. To ensure all regulations regarding invigilation are adhered to.
- To follow the guidelines and procedures laid down by examination boards and the Joint Council for Qualifications.
- To ensure the school's compliance with all examination boards' instructions and to meet the standards required by the moderation and assessment bodies.
- To support the LT with JCQ inspections.
- To work with the SENDCo to ensure all access students are fully supported.

- To administer examination concessions working with the relevant staff and accommodate examination concession requirements.
- To oversee the collection and dissemination of coursework marks to examination boards.
- To brief invigilators prior to examinations and ensure invigilators remain fully aware of and adhere to the rules and regulations associated with the examinations as set by the examinations boards.
- To monitor and validate invigilators' time sheets.
- To be responsible for the preparation and organisation of examination rooms, including arranging seating plans.
- To liaise and correspond with external examination bodies as appropriate. Support with the organisation of other external tests as required.
- Liaise with and advise the CEO, the Headteacher, LT and Parents/Carers of any incidents of malpractice.
- To support with the organisation of admissions and testing for new students.
- To register students on vocational qualifications and make sure these are kept up to date throughout the length of the course. Administer online vocational tests; working closely with the IT technicians to ensure the smooth running of these tests; support subject staff as required in this area.
- Support the BTEC Quality Nominee to arrange External Verification visits. Ensure vocational certification is claimed correctly at the end of the course.
- To manage and monitor the examinations budget, including ensuring appropriate spending of such funds, maintaining up-to-date financial records in respect of the examinations budget and providing financial information to the Headteacher and Trust management team as required.
- To assist the Assistant Headteacher (*with responsibility for Data and Assessment*) with organisation and running of the internal formal assessment processes.

Examination Results:

- To pass on all relevant information to subject staff.
- To distribute external examination results, dealing with queries arising from results and administering remark requests.
- To receive, collate and securely store examination board certificates until distribution as required.
- To return uncollected examination certificates as directed by examination board guidelines.
- To assist the Assistant Headteacher (*with responsibility for Data and Assessment*) with the DfE results checking exercise (June and September).
- To process and distribute examination results.
- To review the schools' examination results and provide analysis and trends reports on results as required by the Headteacher.
- To organise certificates in a suitable format for presentation evenings.
- To maintain all manual and computerised administration systems relating to examinations data.
- To be responsible for the production of statistical returns in respect of examination results and data.
- To manage all appeals and special pleadings processes, through negotiation with examination boards. To liaise with teaching staff and pupils with regard to appeals and special pleadings.
- To plan additional contracted days on an annual basis to allow for results processing, communications and collation, ie A Level and GCSE results in August.

Data

1. Assessment and Reporting:

- Supporting the Assistant Headteacher with developing the whole school use of data.
- Provide training and support to staff inputting assessment data.
- Provide statistical analyses and advice to the LT.

2. Upkeep of student and staff records:

- Generating and checking census returns in liaison with the LT.
- Manage the on/off roll process and ensure that all Academy and legal requirements are met.
- Ensure compliance with the Academy's General Data Protection Policy.
- Keep up to date with changing requirements from the Department for Education.

Other:

- To have professional regard for the ethos, policies and practices of the school in which you work and Trust, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher/CEO/LT.

- Manage and maintain the Parents' Evening booking system and create bookable evenings as and when required.
- To carry out administrative tasks associated with all of the above duties.
- The post-holder is responsible for his/her own self development on a continuous basis.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school/Trust including health and safety, safeguarding, equality and diversity, equal opportunities and general data protection regulations.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school/Trust.
- This role will be based at Falmouth School but you may be required to work at any other premises occupied by the Trust or any of the employer's academies within mid-Cornwall as directed by the employer.
- To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	Good standard of practical knowledge, skills and experience of working in an office environment A practical working knowledge of IT applications, inclusive of word, excel and PowerPoint Excellent communication skills	Experience in the education sector. Experience of school data and information systems. Experience of data analysis tools.
Education and Training	Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience). GCSEs or equivalent to include Maths & English at a C grade or above	Attainment of level 3 qualifications or equivalent (eg: A levels, AVCE, administration, ICT). Driving licence. Experience in the education sector.
Special Knowledge and Skills	Excellent IT skills. Independence and ability to problem solve. High level of numeracy and literacy. Ability to work accurately with a meticulous attention to detail. Very good communication skills, both verbal and written, with adults and children. Ability to deal with colleagues, parents, students and Examination Board personnel in a polite and courteous manner, showing firmness, when necessary. Excellent time management skills and ability to cope with the regular deadlines and competing priorities.	Up-to-date knowledge of national examinations practice and procedures. Ability to analyse and collate data and information and present findings. Experience of exams, SIMS and/or SISRA. Knowledge of timetabling software. Experience of managing staff.
Behaviours and values	Professional, flexible, tactful and sensitive. Discreet and confidential. Motivated with the ability to work on own initiative and within a team. Enjoy working with young people.	