

DOVER GRAMMAR SCHOOL FOR BOYS

Exams and Data Officer – Job Description



All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Post	Exams & Data Officer
Contract Type	- Pay Grade: KSF £32,140 - £35,035 fte, pro-rata £29,717 - £32,393 actual 37 hours a week, 41 weeks per year – Term Time Plus 10 days (to include both GCSE and A Level results days) - Monday to Thursday 8am to 4pm. Friday 8am to 3.30pm with 30 minutes daily unpaid lunch break
Managed by	Deputy Headteacher (Outcomes)
Main Purpose	The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer 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.
Duties	Planning and organisation - 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 Exam management - 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
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

Results Management

- 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

Data Management

- Management of SIMS within the school
- The creation and management of Assessment Reports and templates
- Management of the admissions systems
- Management of the school census
- Provision of support to the school's timetable
- Support to Senior Leadership Group (SLG) and general office administration.

Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate
- Other areas of responsibility

Other Responsibilities

- The examinations officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Be aware that during the summer exam season, working patterns may need to be adjusted, with agreement of the Deputy Headteacher, to accommodate the level of work
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed.

