

SUPPORT ROLE

JOB DESCRIPTION

EKC Sheppey Secondary

Post: Exam's Officer

Responsible To: Assistant Headteacher

Summary of Post: To manage the school's data and examinations functions, ensuring the accurate, timely and compliant administration of student information, assessment data and all internal and external examination processes. The role is responsible for maintaining the integrity of the school's Management Information System (MIS), leading the collection, validation and analysis of pupil and assessment data, and ensuring examination procedures comply with Joint Council for Qualifications (JCQ) regulations and awarding organisation requirements. The post holder will work closely with senior leaders, teaching staff, support staff and external agencies to support data-informed decision making and the successful delivery of examinations across the school.

Tier of role: School Leadership

Key descriptor: Professional

Scope of role: Established professional responsible for managing the school's data management and examinations functions, providing expert advice and delivering high-quality services that have a whole-school impact. Maintains a strategic focus on data integrity, assessment reporting and examination administration, with accountability for the effective management of systems, processes and resources. Ensures compliance with statutory requirements, JCQ regulations, awarding organisation requirements and data protection legislation while maintaining high standards of accuracy, efficiency and service delivery.

Autonomy: Manages complex areas of work with a high degree of autonomy, exercising professional judgement in the interpretation and application of examination regulations, statutory requirements and school policies. Plans and prioritises work across competing deadlines while providing specialist advice and support to senior leaders and staff.

Knowledge of role: Comprehensive knowledge of school Management Information Systems (MIS), pupil data management, assessment processes and the administration of internal and external examinations. Good understanding of JCQ regulations, awarding organisation requirements, statutory data returns and data protection legislation.

Skills – Technical & Practical: Must have a good understanding of data management and processing in both spreadsheet software and school management systems. Must be organised and have a logical and structured approach to tasks.

Qualifications/Experience: GCSE Grade 4/C or above (or equivalent) in English and Mathematics together with a Level 3 qualification or equivalent experience. Excellent Microsoft Excel and data management skills are essential. Experience of using Bromcom or another school Management Information System is desirable, together with experience of administering examinations within a secondary school environment and knowledge of JCQ regulations and awarding organisation requirements.

Supervision of others: None.

Management by others: Line managed by the assistant headteacher for outcomes.

Key Responsibilities:

- Lead and coordinate the planning, organisation and delivery of all internal and external examinations, ensuring all assessments are conducted in accordance with JCQ regulations and awarding organisation requirements.
- Ensure the accurate, timely and efficient management of student data, assessment information and examination processes, continually reviewing systems and procedures to improve service delivery, compliance and operational effectiveness.
- Develop and maintain effective working relationships with senior leaders, teaching staff, support staff, awarding organisations and external agencies, promoting collaboration to support high-quality assessment, reporting and examination outcomes.
- Coordinate and oversee the work of examination invigilators, ensuring appropriate recruitment, training, deployment and compliance with examination regulations.
- Take responsibility for compliance with all statutory, regulatory and school requirements relating to examinations, data protection, information governance, safeguarding and health and

safety, ensuring the school fulfils its legal and regulatory obligations.

Specific Duties:

- Lead the school's examinations function, ensuring the effective planning, organisation and delivery of all internal and external examinations in accordance with Joint Council for Qualifications (JCQ) regulations and awarding organisation requirements.
- Manage the school's data systems and assessment processes, ensuring the accurate, timely and compliant collection, maintenance and reporting of pupil and assessment information.
- Ensure compliance with all statutory, regulatory and school requirements relating to examinations, data protection, information governance, safeguarding and health and safety.
- Develop and maintain effective working relationships with senior leaders, teaching staff, support staff, awarding organisations and external agencies to support high-quality assessment, reporting and examination outcomes.
- Continuously review and improve data management and examination processes to enhance efficiency, accuracy, compliance and service delivery across the school.

General Duties and Responsibilities:

- Uphold and promote the values, vision and ethos of the Academy and Trust, fostering an inclusive culture where all pupils, staff and stakeholders feel valued and respected.
- Safeguard and promote the welfare of children and young people by complying with all safeguarding and child protection policies and procedures, taking appropriate action where concerns arise.
- Participate fully in the Academy's performance management, appraisal and staff development processes, undertaking training and professional learning to support individual and organisational priorities.
- Maintain and develop professional knowledge and skills, keeping up to date with changes in JCQ regulations, awarding organisation requirements, Management Information Systems, data management, assessment practice and relevant legislation.

- Comply with all Academy and Trust policies, procedures and statutory requirements, including those relating to education, health and safety, equality, data protection, information governance and confidentiality.
- Demonstrate consistently high standards of personal and professional conduct in accordance with the Academy's Staff Code of Conduct.
- Contribute to quality assurance, audit and continuous improvement activities, supporting the ongoing development of data management and examinations processes.
- Undertake any other duties appropriate to the grade and responsibilities of the post as may reasonably be required by the Headteacher or Assistant Headteacher for Outcomes.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's
signature: _____

Date: _____

Postholder's
signature: _____

Date: _____

	PERSON SPECIFICATION Tier of Role: School Leadership	Application	Interview	Shortlisting Weighting
Knowledge and Skills				
1.	An excellent relationship builder and communicator, including oral and written communication and effective listening; able to communicate at all levels	✓	✓	6
2.	Highly competent managerial skills.	✓	✓	6
3.	Adopts a customer-focused approach, is proactive, adaptable, and flexible; remaining calm when working under pressure.	✓	✓	6
4.	Excellent organisational skills and the ability to prioritise workload with competing demands and complexities, adhering to strict timetables, ensuring that all relevant parties are kept fully abreast of developments	✓	✓	6
5.	Ability to work with tact and confidentiality.	✓	✓	6
6.	Attention to detail but also able to stand back and see the bigger picture.	✓	✓	6
Education and Experience				
1.	English and Maths Level 2/ GCSE A-C Grade or Grade 4 .	✓		6
2.	Knowledge of JCQ exam regulations.	✓		6
3.	Knowledge and experience with data management.	✓		4
4.	Experience in working with Microsoft Excel	✓	✓	4
5.	Experience working with school information systems.	✓	✓	4
6.	Experience working with and leading small teams.	✓	✓	6
7.	Proven organisation and administrative skills, including report writing.		✓	6
8.	Proven experience of successful line management and delivering staff development.		✓	4
Personal Qualities				
1.	Act with professional integrity and diplomacy at all times at all times.	✓	✓	6

2.	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust and school.	✓	✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.	✓	✓	6
4.	Robust, resilient and calm under pressure; resilient to peripheral issues, focuses on the task and strives to deliver.	✓	✓	6
5.	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	✓	✓	6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.

4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.

2 Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.