



Job Description

Job Title: School Data and Exam Support Officer

Salary: Grade 4, Point 12-15

Hours: 37 hours per week, 41 weeks per year (term time plus 15 days)

Main purpose

We are seeking an experienced and supportive School Data and Exam Support Officer to join Stone Lodge School. You will manage the internal data systems and analyse the school performance data, producing reports for a range of audiences including Local Governors, Trustees, and Directors. You will assist with the administration of internal and external examinations and support with general office administration.

Key duties and responsibilities:

- To manage the school's internal data systems to collate, sort and export all aspects of student performance data, reporting on a variety of data subsets.
- To ensure that all reports contain accurate data and are prepared to the required deadlines according to the school's reporting calendar.
- To provide assistance and support to the school's Exams and Data Manager as required.
- Continually evaluate the effectiveness and seek to improve systems and processes in order to achieve the most effective outcomes for information gathering/retrieval and analysis.
- To ensure that data analysis sheets are labelled and organised effectively in an electronic shared area for ease of access by other members of the staffing team.
- To provide ad-hoc data analyses and reports as requested by middle and senior leaders.
- To assist with consolidating data analyses across the MAT's schools (as required).
- To oversee the parents evening appointments system
- Dealing with any other matters appropriate to the role as requested by the Exams and Data Manager.
- Be familiar with exam regulations as updated and published annually by JCQ.
- Have good working relationships with subject leaders (specification and cohort details), site management staff (exam hall bookings) and SENCO (access arrangements)

- Exercise duty of care for all candidates, ensuring they receive fair access to assessments (including any access arrangements necessary) and are not disadvantaged by administrative errors
- Assist in making entries for external exams and internal assessments in accordance with awarding body procedures and deadlines
- Assist in producing exam timetables for all candidates, ensuring that there are no clashes for individual students
- Organise the booking and setting-up of suitable locations for examinations. Create seating plans for candidates for externally marked exams
- Receive and store exam papers securely. Ensure there are sufficient papers and stationery for candidates
- Copy and oversee the exam papers for internal examination
- Support the Exams and Data Manager with responsibility for the effective invigilation of examinations, including recruitment, training and management of an invigilating team

All Endeavour MAT staff are expected to:

- Support and promote the school's values and ethos.
- Follow school policies, practices and procedures.
- Participate in the annual appraisal system.
- Support the school's equal opportunities ethos and promote antidiscriminatory practice.
- Support safeguarding and child protection measures and promote the welfare of students.
- Undertake any other reasonable duties commensurate with the role and grade as determined by the Directors/Head Teacher/SLT.

Line Management

This post will report to the Exams and Data Manager.

This job description is not exhaustive, and the Trust reserves the right to amend this from time to time following appropriate consultation with the post holder, in order to meet the needs of the school.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge	• A strong working knowledge of a range of ICT software including Microsoft Office, in particular Excel, and MIS systems.	Essential
	• Knowledge of working practices in schools/academies.	Desirable
	• An understanding of the complex relationship between student data and achievement	Desirable
	• An awareness of and commitment to safeguarding children.	Essential
Qualifications & Experience	• A level standard of education with Maths and English at GCSE	Essential
	• A degree (or equivalent) in a relevant subject area	Desirable
	• Previous experience in a similar role within a secondary school/Academy would be advantageous.	Desirable
Skills & Abilities	• Be highly ICT literate and a proficient user of Excel and other databases	Essential
	• Ability to analyse and present data accurately to a range of stakeholders	Essential
	• Well organised with a strong attention to detail	Essential
	• Able to work under pressure and prioritise own workload to achieve deadlines	Essential
	• Ability to accept guidance and direction from teaching staff. An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security.	Essential
	• Ability to use own initiative, with a creative approach to problem solving.	Essential
	• Enthusiasm for working within a school environment and supporting the needs of the Academy	Essential
	• Excellent interpersonal and communication skills (both oral and written).	Essential
	• Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals.	Essential
	• Ability to work as part of a team as well as independently. Demonstrable commitment to professional development and learning and improving own practice/knowledge through self-evaluation and learning from others Experience, or empathy with, working in a multicultural environment.	Essential Essential Essential