

NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post:	Examination and Assessment Officer
Reporting to:	Assistant Headteacher – Curriculum and Student Reporting
Post Level & Grade:	Kent Range 7
Hours:	37 hours per week/ 40 weeks per year

Purpose:

To co-ordinate and manage both external and internal examinations and tests in order to ensure the smooth running of all aspects of school examinations.

Processing of pupil attainment data for statutory and in-school assessments and to ensure effective and efficient delivery of the service, in collaboration with the Assistant Headteachers for Curriculum and Data/Timetable.

To ensure the production of data for the purposes of school evaluation including student level, group level, subject level and whole school comparisons.

Main (Core) Duties:

Internal examinations

- Act as the official school exam officer for examination awarding bodies.
- Keep up to date with all exam board requirements with regard to entries, protocols for delivery and wider expectations. Ensure that all expectations and protocols are adhered to within the school. This will include working with subject leaders on ensuring exam board requirements are met with external coursework.
- Act as the main point of contact for JCQ, developing a secure understanding of expectations, ensuring compliance and acting as the main contact on any inspections within school
- Working with SLT and subject leaders to ensure that the school is appropriately registered with all exam bodies as required for curriculum delivery
- Collating and making entries for all examinations, ensuring all are completed to deadlines
- Ensuring that sufficient quantities of the correct exam papers are received
- Liaising with the AHT (Inclusion) to ensure all special needs students requirements are met and in line with exam board requirements. This will include exam access requirements.
- Prepare appropriate schedules and plans for all internal and external examinations, including dates, times, seating plans and liaising with the site team on set up requirements
- Ensure and oversee the smooth running of external and internal exams (PPE/Mocks), including the collation and posting of papers to exam boards, according to requirements
- Co-ordinate the use of internal/external invigilators, including recruitment, training, efficient deployment and acting as the main school point of contact.
- Promptly liaising with the AHT (curriculum) where there may be any malpractice or concern over the delivery of exams or external controlled assessment/coursework

- Producing information for SLT or Governors as required on the delivery and effectiveness of the examination functions in our school.
- Support with online and reading tests as required, this will include CATS testing.
- Ensure rigorous systems are in place to ensure accurate data entry for examination entries and results.
- Ensure that systems are in place to securely retain candidate records as required and maintaining appropriate confidentiality in line with exam board and GDPR requirements.
- Liaise with AHT (Curriculum) and Pastoral staff (ESL) where students have not attended examinations.
- Take responsibility for the results and certification process, including managing results days, liaising with the AHT (Curriculum)
- Be aware of any health and safety requirements for any examinations.
- Responding to queries for information from current and ex-students, ensuring appropriate safeguards within data protection rules.

External examinations

- Work the Finance Manager and AHT (curriculum) on delivery of the school policy for accepting and managing external exam candidates.
- Work with the finance team to ensure that candidates pay for the school services in line with the policy and this is cross checked against exam entries.
- Arrange exam entries for external candidates once payment has been confirmed by the finance team.
- Act as the central point of contact for external candidates, ensuring they are fully aware of the whole process and our expectations of them. This will also include timely issuing of exam results and certificates.

Processing of student data

- Support the AHT (Data and Timetable) with the setting up of sims marksheets, 4Matrix data sets and other software relating to student progress data.
- Work with the AHT (Data and Timetable) to develop and implement systems to ensure accuracy in data entry and address issues should they arise
- Supporting teachers and leaders through ensuring appropriate data is made available or distributed according to agreed schedules. This includes teacher data sets for each class.
- Use SIMS/4Matrix (or other software) to process data and produce reports as requested. There will be a key focus on exam progress and termly teacher predictions data.
- Ensure that appropriate checks are in place to ensure that data is accurate and fit for purpose. Where appropriate liaise with AHT (Data and Timetable) on how school systems can be developed.
- Create data reports to support the work of teachers, subject leaders, SLT and governors as requested.
- Ensuring all student data is held securely within school systems.
- Support in the processing of external data returns – including Census and DFE data checking returns.

Other Duties

- Acting as a positive role model for students, supporting positive relationships between staff and students.
- Pay full regard to safety, hygiene and appropriate safeguards .
- Complete any necessary training courses to safely and productively operate in the role – including exam board training and updates.
- To undertake any duties that the Headteacher may reasonably request.

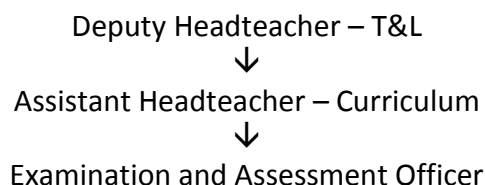
Knowledge, Skills & Personal Qualities:

Essential	Desirable
Organised and have an eye for detail	Experience of managing examinations and assessment within an educational setting
Ability to work productively with wide range of stake holders	Experience of organising school events, either examinations or similar
Confident user of IT including handling and manipulating data	Understanding of school qualifications, requirements and courses
A positive and enthusiastic approach	
Good communication skills both oral and written	
Committed to own development and willingness to learn	

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

ORGANISATION:



Signed (Post-holder): _____

Dated: _____

Signed (Line Manager): _____

Dated: _____