



Job description – Exams and Data Officer Academy Band 6 £20,493 (pro-rated £18,089)

37 Hours per week

Term time, plus 2 x additional weeks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| <p>Summary of the role:</p> | <p>To oversee all aspects of, and provide administrative support to the examination process</p> <p>To be the main focal point for liaising with JCQ</p> <p>To work with external data companies in the provision and delivery of all Academy related data and Information</p> |
| <p>Liaising with (internal)</p> | <p>Staff and Students</p> |
| <p>Liaising with (external)</p> | <p>Parents, Invigilators, Exams Boards, External Data and Exams Companies</p> |
| <p>Line management responsibility for</p> | <p>N/A</p> |
| <p>Main duties and responsibilities:</p> | <ul style="list-style-type: none"> • Understand the regulations and requirements of all examinations held by the Academy, both internal and external • Dissemination of information from exam boards and external data companies to students and staff as appropriate. • Collecting and collating examination entries, amendments, forecast grades and other returns to external data companies as required by examination board deadlines. • Comply with all JCQ and awarding body regulations and keep up to date with any changes to these. • Be onsite to respond to JCQ inspections. |

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| | <ul style="list-style-type: none"> • Ensuring the Academy fully complies with invigilation, JCQ Regulations and examination security regulations. • Administration of examinations and the distribution of papers, completion of attendance sheets, checking scripts and managing the arrangements for the safe storage and dispatch of completed examination papers. • Working with External Data companies to keep the online management information system up to date. • Contribute to development and review of examination-related school policies. • Assisting the SENCO and external data companies when dealing with all matters concerning special consideration and access arrangements. • Maintaining and updating the student database to ensure all records are accurate and up to date. • Importing assessment results into the main student database. • Produce student reports. • Complete and return the student Census alongside the external data companies, in compliant with Government requirements • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Co-ordinate Internal assessments including CATS, NGRTS and other tests required by SENCO and SLT. |
| <p>Line management duties and responsibilities</p> | <ul style="list-style-type: none"> • To assist with the management and training of invigilators as required • Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ • Assist the External data companies with the management the logistics for examination sessions, including timetabling, room booking, resources and staffing. Provide on site support for on Exam dates. • Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures, Provide Student handbooks. |



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| | <ul style="list-style-type: none">• Carry out necessary administrative tasks as required by the External Data companies, related to the organisation of examination sessions• Support the SENCO to implement access arrangements and reasonable adjustments as required• 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 |
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You may also be required to undertake such other comparable duties as the Principal requires from time to time.



Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | Essential | Desirable | Method of assessment |
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| | These are qualities without which the Applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | |
| Qualifications | <ul style="list-style-type: none"> • Good GCSE'S in English, Maths and ICT or relevant experience | <ul style="list-style-type: none"> • NVQ Level 2 or equivalent | Production of the Applicant's certificates Discussion at interview Independent verification of qualifications |
| Experience | <ul style="list-style-type: none"> • Experience in a school or college Ideally alongside SLT and External Data companies. • Experience in the use of SIMS/MossPam. • Experience in the use of ICT applications including word processing, spreadsheets, databases and email etc • Relevant experience in data | <ul style="list-style-type: none"> • Excellent communication skills (written, verbal, face-to-face and telephone) • Experience in compliance with student census, under the obligation for the DFE. | Contents of the application form Interview Professional references |

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| | Handling. | | |
| Skills | <ul style="list-style-type: none"> • Highly literate and numerate with excellent interpersonal skills and meticulous attention to detail. • Exercise a high degree of integrity and confidentiality | | Contents of the application form Interview Professional references |
| Knowledge | <ul style="list-style-type: none"> • Knowledge in exam regulations and requirements in accordance to the DFE Guidelines • Knowledge of JCQ guidelines. | | Contents of the application form Interview Professional references |

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| <p>Personal competencies and qualities</p> | <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development • Organised and Methodical • Professional, discrete, Diplomatic | | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |
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