



Job Description

Exams and data officer

Grade 8 (points 20-23)

Responsible to: The Deputy Headteacher

Responsible for: Exam invigilators

Job purpose/ objective:

To lead on all aspects of internal exams and public examinations in accordance with the various exam boards regulations, procedures and timetables.

To provide high quality administration support in all matters related to examination results and internal school standards data.

Hours of work: to be agreed, up to 37 hours per week during term time plus additional holiday hours.

Duties and responsibilities:

- To maintain up to date knowledge of the examinations system and examination board regulations. Liaise with Examination Boards regarding all aspects of policy relating to examination regulations.
- Be the school's principal link with Examination Boards – following up on examination-related issues, disseminating to relevant staff literature sent by the Examination Boards and acting upon information as required and advising as required.
- Liaise with HoDs regarding all examination entries and timescales for entries being made. Be the principal administrator in preparing and submitting all examination entries to the relevant boards accurately.
- Distribute examination entry statements to students, making and submitting any amendments to the boards.
- Oversee the special arrangements in liaison with the Learning Support department for relevant students. Make arrangements for students taking examinations outside of the normal venues.
- Receive examination papers and other relevant materials and keep them in a secure place: collect, log and dispatch all examination scripts for marking.
- In liaison with the DHT, recruit, train and monitor external invigilators for each exam session.
- Organise the sittings for all examinations, including internal school examinations.
- Maintain accurate records of all examination seating plans and registers.
- Ensure that all public examinations take place according to regulations published by the Examination Boards and that such regulations are publicly displayed and students duly informed.
- Manage the receipt of examination results, including the main August examination results' day. In liaison with the SLT organise the distribution of results to students and relevant data to the Headteacher, SLT and HoDs.
- Receive and process requests for remarks, receipt of scripts and appeals against results – liaising as required.
- Be responsible for the examination budget, in liaison with the Deputy Headteacher.

- Collection, collation and manipulation of a wide range of data and information including the maintenance of specific data bases and information systems linked to student cohorts.
- Produce data reports for the Headteacher, SLT and HODs on internal and external examinations and progress/attainment making recommendations as appropriate.
- Collect and collate data as required by the LA, DfES, QCA and other external agencies.
- Contribute to the development of systems and procedures within the school – support colleagues with data.
- Maintain the exams' office in an appropriate manner, developing clear administrative systems and keeping examination materials securely.
- Be aware of and apply school policies and procedures – being aware of confidentiality issues.

Additional duties and responsibilities:

To interact positively with students and adults.

To develop positive relationships with colleagues, providing consistent and effective support. Work constructively as a member of the school team.

To adhere to Health and Safety policies of the school.

To undertake any duties which may reasonably be regarded as within the grade of the post.

Special factors:

The nature of the work may involve the post holder carrying out work outside of normal working hours and the need for flexibility during peak times.

Attendance during the GCSE exam results week.

As a member of staff working in a school setting to have duty to help keep young people safe and protect them from all forms of harm.