

Job Title	Examination and Data Officer
Date	October 2022
Department	Academic
Reports to	Senior Deputy Head/Deputy Head Strategic Development and Digital Learning

Purpose of the Role

The purpose of this post is to ensure that the school is data and information rich with regards to the pupil population and that the management of this data is seen as an essential part of the school improvement process.

Guarantee the integrity of the school, as an examination centre, and be responsible for the smooth running and administration of all examinations, tests and controlled assessments.

Departmental Information

The role sits as part of the wider administration team and is expected to follow the same guidelines for internal and external communications whilst still maintaining high levels of compliance both as part of the role specifics and wider GDPR.

The main point of contacts on a daily basis will be to the two reporting lines but there will be regular liaison with teaching staff for data and assessment, Learning Support for exam arrangements and external providers such as exam boards and data software providers.

Main tasks and responsibilities

Data and Assessment

Manage the school's pupil performance data collection systems

Ensure that complete and full educational data is available for all students.

Provide pupil data, collated from the systems in place, for analysis by colleagues.

Work with the Senior Deputy Head to provide results data for analysis across all three key stages.

Produce the annual DfE and ISC Census reports in conjunction with the relevant departments.

Manage the school's assessment and reporting system (maintaining the database, uploading classes, distributing results).

Assist the Senior Leadership Team (SLT) by providing the relevant data to enable them to review the progress of individual Curriculum areas, departments.

Support SLT in providing exam data and analysis in conjunction with the Deputy Head responsible for exams.

Co-ordinate internal progress checks including CATS.

Ensure data for reporting cycles is uploaded by the academic staff and made available to parents through the Parent Portal at the agreed frequency and format.

Responsible for preparing the academic year in iSAMS and ensuring all relevant modules within iSAMS, are prepared in an efficient and timely fashion.

Manage the smooth transition from one academic year to the next with all sections of iSAMS.

Work with the Admissions Secretary to ensure the receipt of a complete set of admissions data from other schools. This will include the pupils starting in September of Year 7 and pupils arriving at other times during the academic year.

Examinations

Manage the full range of administrative tasks for the examination process:

- Keep detailed real time records, showing examination entries for all students.
- Deal with the requirements of examination boards for the effective administration of examinations and providing relevant statistical reports as required.
- Liaise with examination boards in respect of administration of entries, coursework requirements, conduct of examinations and results. Submit all entries and ensuring that examination boards/authorities are aware of any special requirements for students and that the appropriate provision is made, in conjunction with the Head of Learning Support and Head of the Autism Resource.
- Create seating plans, organise examination rooms and arrange safe and secure storage of examination materials and question papers, in accordance with relevant regulations.
- Facilitate exam invigilation, ensuring that invigilators are properly briefed on procedures.

Oversee all requests for Access arrangements, Special Consideration and Provision.

Provide support in school on examination results days.

Submit post results enquiries and script requests in liaison with parents, pupils and HoDS.

Ensure certificates are checked and distributed appropriately.

Person Specification	
Educational Attainment and Qualifications	
5+ GCSE A* - G (or equivalent) including English and Mathematics.	
Admin NVQ qualification	
Experience, Knowledge and Skills	
Essential	Desirable
<p>Previous work experience in an examination role in a senior school</p> <p>Good communication and interpersonal skills</p> <p>Good numeracy, literacy and ICT skills</p> <p>Familiar with using iSAMS or other school database</p> <p>Able to work on own initiative</p> <p>Good organisational skills with meticulous attention to detail</p> <p>Good time managements skills, including the ability to work to deadlines</p> <p>Proficient in Microsoft Office applications, especially Excel and Word</p> <p>Work well as part of a team</p> <p>Ability to work well under pressure</p>	<p>Recent experience working in a school within a data role.</p> <p>Wider knowledge and understanding of the secondary school system</p> <p>Having previously used software such as SISRA Observe, SISRA analytics</p>

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.