



Business Support Officer – Data & Exams

Job Description

Job Description:	Business Support Officer – Data & Exams
Responsible to:	Executive Business Manager
Line Manager:	Executive Business Manager
Grade:	G6 (TBC following job evaluation)
Hours:	37 hours – full year
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	<ul style="list-style-type: none">• Manage all aspects of external examinations including entries, exams administration and results.• Assist SLT Data Lead to produce analyses of all learner progress data across all Key Stages within the Federation• Maintain data tracking systems.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.



Introduction

The Aspire Federation is a partnership between two special schools, Oakfield and Landgate. Our ethos of 'Aiming high, reaching all' captures our drive and commitment to providing the highest quality provision for all.

Please be advised that although initially based at a specific site the post holder may be required to work across both the Federated Sites.

Main Areas of Responsibility:

The administration, control and processing of all procedures to ensure the smooth running of all internal and external examinations.

- To manage all aspects of examination entries and results using the required exams module.
- Ensure the accurate maintenance of data held within the candidate database including candidate number and personal details to ensure the examination certificates are accurate.
- Co-ordination of exam entry and course registration procedures including the setting of deadlines for teaching staff.
- Ensure all deadlines with awarding bodies are met and costs for amendments and withdrawal are kept to a minimum.
- Liaise with SLT to apply to awarding bodies for special arrangements for identified candidates.
- To ensure all staff are aware of and understand JCQ regulations for the running of all aspects of examinations.
- Carry out procedures for candidates requiring special consideration as a result of special circumstances.
- Preparation of learner examination handbook
- To ensure sufficient invigilators are deployed to all examination venues to carry out effective cover for all examinations.
- To carry out recruitment and training of invigilators to ensure invigilation is carried out in accordance with awarding body regulations and safer recruitment guidelines if required.
- Liaise with site staff to ensure exam rooms are set up correctly in accordance with



awarding body regulations.

- To ensure the secure storage of examination papers, stationery and equipment before, during and after exam periods including the secure despatch of completed examination materials.
- To work effectively with awarding body inspectors to ensure monitoring procedures are successful and the reputation of the Federation is maintained.
- To ensure policies related to examinations, controlled assessments and coursework are updated on a regular basis.
- To be present in the Federation on the days when results are notified.
- Process post exam enquiries and request for return of scripts.
- Produce and circulate/display seating plans and staff and learners timetables for internal and external examinations.
- Liaise with teaching staff to ensure all marks submitted meet the examining board's deadlines.
- Liaise with Parcel Force to ensure the prompt and safe despatch of examination materials.
- Work with SLT in carrying out checks for any required school performance tables if applicable to ensure all returns to local authority, EFA and DfE are accurate and returned within the required deadlines.

To assist SLT Data lead with the following;

- Producing analyses of exam results for SLT as soon as practicable following publication.
- Maintaining all learners' data across all year groups relating to achievement and performance, reporting to parents across the Federation.
- Preparation of documents for all departments/subjects to enable the collation of performance data across all key stages across the Federation.
- Production of all performance data on learners within the Federation.
- To assist SLT with learner data analysis.
- To support with administration tasks if required across the Federation.



Signed: _____ **Date:** _____



Appointment Criteria / Person Specification (**Application / Interview / Reference / Certificate**)

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
Qualifications/Training 5 GCSE's including English and Mathematics (or equivalent) Evidence of Microsoft Office training in Excel and Access, or similar Evidence of further training via appropriate agencies	E E E	A A A/I
Experience Experience of working within an administrative setting Experience of data management, data manipulation, analysis and reporting at a senior level managing and interpreting complex and voluminous data. Excellent analytical skills, attention to detail and a practical approach to problem solving Experience of working in a similar role Previous experience of working in a school Experience of using SIMS	E E E E D D	A /I A /I A /I A /I A /I A /I
Skills/Knowledge/aptitudes Excellent numeracy and literacy Excellent data entry skills Excellent written, oral and communication skills Highly developed organisational skills Ability to analyse data accurately and meaningfully	E	A/ I



<p>Ability to prioritise and delegate effectively</p> <p>Ability to relate to people at all levels</p> <p>Ability to work constructively as a team</p> <p>Strong inter-personal skills</p> <p>Ability to relate well to children and adults</p> <p>Keeps up to date with national developments, analysing and interpreting how this could impact on own area of responsibility</p> <p>Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the organisation</p> <p>Contributes personally to the change process.</p> <p>Helps others to understand the need and reasons for the change.</p> <p>Effectively implements new ideas and methods to adapt working practices.</p> <p>Helps plan, develop, set up and monitor systems and processes to effect change.</p> <p>Challenges existing practices and conventional thinking</p> <p>Organised and efficient</p> <p>Reliable and punctual</p> <p>Polite and friendly with a flexible approach to work</p> <p>Calm and professional at all times</p>		
Legal Issues		
Legally entitled to work in the UK	E	A /I