

**Date, Assessment and Exams Officer**

**POST DESCRIPTION**

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| **JOB TITLE** Data, Assessment and Exams Officer |
| **GRADE** Grade 5 SCP 21-25 £20,138 - £22,658 **term time only** |
| **RESPONSIBLE TO** Assistant Headteacher |
| **HOURS OF WORK** 9.30 – 2.30.m. Monday – Friday with the understanding that during exam time extra time will be required to be worked. |

**Principal Duties and Responsibilities**

**Examinations**

To manage and co-ordinate Examinations to provide strategic attainment information to Senior Leadership Team (SLT), Governors, the Local Authority (LA), Government Departments and school staff.

**Data and Management Information Systems (MIS)**

To manage, co-ordinate and report on student data. To be accountable for the quality of data systems (SIMS) (SISRA) and reporting within the school and for the quality of data prepared for a range of stakeholders including Governors and parents.

Main Duties:

**Data**

1. To lead the development of the MIS systems across the school so that data is up to date, accurate, accessible and well presented for a range of stakeholders.
2. To be accountable for the data provided to a range of stakeholders making sure that data systems are maintained and that data is presented to meet stakeholder needs.
3. To maximise the functionality of the schools MIS to ensure the easy capture of data and so to reduce workload and enable the school to be compliant with various workforce agreements.
4. To provide timely data that enables managers, teachers and other key staff in the school to accurately evaluate performance, set targets and monitor the impact of planned changes.
5. To make sure that data systems are sophisticated enough to allow the school to evaluate the performance of every learner.
6. To manage the school’s commitments for the reporting of data to Local Authority, Department for Education and other agencies and that data transferred is accurate and reliable.
7. To monitor the use of data in the school including the collation of feedback for a variety of stake holders including for the purpose of learning and teaching, events etc. To evaluate the provision and its quality and use these findings to create action plans for continuous improvement. To be responsible for the implementation of these plans alongside the designated person with responsibility for that area.
8. To work in partnership with all staff to ensure that their data needs are understood and inform the development of the school’s systems.
9. To manage the collation, analysis and reporting of data collected from various stakeholders for the purpose of self-evaluation and quality.
10. To manage the creation and maintenance of bands and sets.

**Assessment and Reporting**

1. To manage the schools internal assessment and examination systems and structures.
2. To support the schools assessment, recording and reporting policy.
3. To manage and lead on the collation and compilation of reports based on tracking and assessment for parents.
4. To manage the organisation, collation and reporting of base line data for all learners new to the school.

**Examinations (Internal & External)**

1. To manage all aspects of internal and external examinations and entries using SIMS.
2. To oversee and manage the arrangements of all practical aspects of examinations including: generating candidate and UCI numbers, invigilation, rooming, statement entry slips, student timetables and preparation of venue in liaison with the (SLT).
3. To manage, monitor and review relevant budgets ensuring best value principles are followed.
4. To manage the receipt and checking of entry fees and to liaise with those responsible for payment.
5. To manage queries from examination boards, staff, parents and students.
6. To keep up to date with changes in regulations for a variety of examination boards and to disseminate information about examinations to staff, students and their parents.
7. To manage the integrity and security of all examination papers at all times ensuring that the school is prepared for and meets all the inspection regulations required by individual examination boards.
8. To manage the collection of all coursework marks/materials and estimated grades and responsible for sending to the relevant examination boards and moderators.
9. To ensure the security of exam papers and the dispatch to Parcelforce.
10. To manage any special consideration applications on behalf of candidates as required.
11. To manage examination arrangements for access arrangement candidates liaising with SEN staff to provide readers; scribes etc. for pupils entitled to access arrangements.
12. To liaise with relevant Directors of Learning regarding the organisation of Controlled Assessments.
13. To liaise with SLT and complete all necessary paperwork in case of emergency scenarios arising during exams.
14. To liaise with Cover Officer for cover requirements and Facilities Team for actioning seating plans.
15. To manage all internal exams (CATS/Mocks/End of Year Assessments).
16. To train, deploy and monitor the exam invigilators and distribute invigilation timetables.
17. To be responsible for the management, production and facilitation of the transfer of GCSE data on results days for students.
18. To co-ordinate and manage the requests for post results requests from parent/learner/teacher and communicate with all relevant examination bodies.
19. To retrieve examination costs where appropriate and to arrange resits and remarks.
20. To manage the outcome for remarks, receipt of scripts and appeals against results, liaising with parent/student and relevant colleagues.
21. To comply with the School’s Data Protection Policy and Code of Practice within the school.
22. To quality assure the systems, structures and procedures for vocational based qualifications.
23. To ensure exams related policies are updated and reviewed.
24. To check and administer the certificates for Presentation Evening.

**General**

* Maintaining a high level of confidentiality.
* Provide support to admin colleagues in relation to general office duties and reception.
* Cooperating with the employers on all issues of health, safety and welfare.
* Undergo basic First Aid Training and renew as and when appropriate.
* Participate in the school Performance Management process.
* Participate and engage in training and development activities as required.
* Be aware of and comply with whole school policies and procedures ensuring you familiarise yourself regularly, particularly those relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person.
* A commitment to support the Muslim ethos of the school.
* **Customer Care** - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
* **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
* **Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy.
* **Health and Safety** – To operate safely within the workplace with regard to Health and Safety Legislation.
* **Confidentiality** – An acknowledgment of the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality and the management and sharing of information.
* **Energy Efficiency** – To promote energy efficiency throughout the workplace and within own area of activity.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



**PERSON SPECIFICATION**

This person specification lists the *essential/desirable* requirements that are necessary for this role. In your application you should state clearly how you meet these requirements, as the panel will reach a decision on whether to short-list you or not based on the information you provide.

Disabled candidates are guaranteed an interview if they meet the essential criteria

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| **ESSENTIAL** | |
|  | Qualifications |
|  | GCSE English and Maths (minimum grade c) |
|  | Relevant qualification in office administration/management (NVQ Level 4) or willing to work towards |
|  | Willingness to undertake training as required |
|  | **Experience** |
|  | Experience of working in a role involving detailed organisation and planning, including detailed knowledge of the exams, data and assessment processes |
|  | Experience of working in a similar role in a school office environment at a senior level including managing, developing and training a highly effective team through change |
|  | Ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance |
|  | Experience of managing and developing effective administrative systems |
|  | Experience of providing high levels of customer service |
|  | Relevant experience of SIMS |
|  | Experience of the implementation, development, management and operation of administrative systems |
|  | Skills, Knowledge and Understanding |
|  | Ability to relate effectively with colleagues, learners and their parents/carers |
|  | Excellent ICT skills including Microsoft Office, SIMS Packages |
|  | Excellent time management, organisational and administrative skills |
|  | Ability to communicate effectively at all levels |
|  | Full working knowledge of relevant policies/codes of practice and legislation |
|  | Ability to work calmly under pressure |
|  | Excellent interpersonal skills with the ability to communicate effectively and appropriately with people at all levels |
| 1. A | Ability to prioritise and balance competing activities |
|  | Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |
|  | Qualities |
|  | A positive and enthusiastic attitude to working in a school environment |
|  | Practising Muslim or sympathetic to and supportive of the Deobandi Hanafi School of Thought and possessing the inherent values of the Muslim faith |
|  | Willingness and ability to seek solutions to problems |
|  | Sensitivity to the needs of others and the ability to work effectively in a team and build teams |
|  | Ability to work under pressure, welcoming both challenge and opportunity |
|  | Flexibility and ability to respond creatively to changing needs and circumstances |
|  | Sense of humour and enthusiasm |
|  | Ability to evaluate own performance and be proactive in approach to continuous professional development |