**Data & Exams Officer**

**Job Description**

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| **DEPARTMENT**  | Penk Valley Academy Trust  |
| **RESPONSIBLE TO**  | Senior Leadership Team |
| **LINE MANAGEMENT OF**  | N/A  |
| **SALARY** **Working Hours**  | Grade 737 hours per week Full year30 minutes unpaid lunch break  |
| **WORKING PATTERN**  |  |

**JOB PURPOSE**

Under the direction of a member of Senior Leadership Team, manage all processes relating to internal and external assessments, entries, results and reports ensuring that the school is fully compliant with examination board regulations and awarding body requirements

To support all aspects of Management Information systems, SIMS

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is subject to regular review.

**MAIN DUTIES AND REQUIREMENTS SPECIFIC TO DATA & REPORTING**

* To be responsible for the maintenance of the school data system, Classcharts, SchoolCloud and student records,
* To ensure data is transferred between software applications, databases and web-based systems as required whilst maintaining the security and integrity of the data.
* To ensure accurate and timely completion and submission of statutory reports such as School Census
* To support SLT in producing and distributing the timetable
* To manage the Annual Data Collection survey for every student to ensure an accurate database
* To design reports to extract data as required by staff
* Design, produce and distribute school reports in consultation with the Deputy Head and Curriculum Leaders

**MAIN DUTIES AND REQUIREMENTS SPECIFIC TO EXAMINATIONS**

* Keep abreast of regulations regarding examination procedures, and enact and disseminate these to staff (e.g., invigilators), students, and parents as required; (including changes).
* Collate exam entries from Curriculum leaders and send to all exam boards.
* Liaise with Curriculum leaders with regard to the collection of coursework marks and their dispatch to examination boards within externally set deadlines.
* Deal with any stakeholder and/or examination board enquiries regarding results or exam entries.
* Identify possible exam clashes, make appropriate arrangements that maintain the security of examination and inform candidates of the changes.
* Liaise with the Special Needs Co-ordinator, candidates and parents with regard to any special arrangements that may be required.
* Submit requests for access arrangements and appeals for special consideration.
* Organise sufficient examination rooms in accordance with national regulations.
* Create and distribute examination timetables to staff and students.
* Collate information for the Senior Leadership Team regarding internal examinations.
* Ensure that the correct number of exam papers arrive in time and are securely stored.
* Deploy invigilators, ensuring that they are aware of the examinations being sat at a particular session, the length of each examination and, who the candidates are and of any special arrangements made for particular candidates.
* Process invigilators’ timesheets.
* Report to the head teacher and the Examination Board any suspected or confirmed breaches of the examination regulations.
* Support the BTEC quality nominee to arrange external verification visits.
* Download results information and managing dissemination of results to staff and students.
* Be present for all administration related to public examination results including results publication in August.
* Co-ordinate requests for re-marks, appeals and for photocopied or returned scripts.
* Keep under constant review examination procedures and make recommendations to the Senior Leadership Team.

**SUPPORT DUTIES AND REQUIREMENTS**

* Support in other key areas of the school including trips and visits, parents evenings
* Support with cover arrangements when needed
* Analyse and evaluate data / information and produce reports / information / data as required
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.

**GENERAL**

Promote and safeguard the welfare of students you come into contact with.

Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.

Be aware of, support and ensure equal opportunities for all.

Contribute to the overall ethos/work/aims of the Trust.

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Participate in training, other learning activities and performance development as required.

Engage actively in the performance review process.

Perform any other such duties as the Headteacher may from time to time determine.

**Person Specification**

**Level 3**

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| --- | --- |
| **Essential Criteria**  | **Measured By**  |
|  **Experience** • Experience of working in an administration function. * Experience of data manipulation, analysis and reporting
 |    AF  |
|  **Qualifications/Training** * Good numeracy and literacy skills.
* NVQ 3 Business and Administration or equivalent qualification in a relevant discipline

  |    AF  |
|  **Knowledge/Skills** * Working knowledge of relevant policies/practices and external regulations.
* Ability to relate well to children and adults.
* Ability to work constructively as part of a team.
* Good communication skills.
* Ability to influence others.
* Good organising, planning and prioritising skills.
* Methodical with a good attention to detail.

  |    AF/I  |
| **Behavioural Attributes** * Customer focused.
* Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
* Open, honest and an active listener.
* Takes responsibility and accountability.
* Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
* Is committed to the provision and improvement of quality service provision.
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive.
* Communicates effectively.
* Has the ability to learn from experiences and challenges.
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

  |          AF/I  |

AF - Application form I - Interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***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 and***
* ***Attitudes to use of authority and maintaining discipline.***