

SMART - Looe Community Academy - Job Description

Job Title: Examinations and Student Performance Data Officer

Grade: F

Hours/paid weeks: 37 hours per week/43.809 paid weeks per year (term time plus 3 days in school holidays for exam results)

Responsible to: SLT data lead

Direct supervisory responsibility for:

Indirect supervisory responsibility for: Exams invigilators, administrative staff

Important functional relationships:

Internal: Headteacher, Deputy Headteacher, Assistant Headteacher, Business Manager, middle leaders, teachers, support staff, students, SMART Data Managers, governors

External: Examination boards, relevant LA officers, parents/carers

Location: Based at Looe Community Academy but may be required to work from other locations at MAT or partner schools

Main purposes of job:

1. To organise and manage all internal and external examinations, ensuring strict compliance with prevailing regulations.
2. To collate, manage, interpret and present student performance data, providing timely reports to leaders, parents/carers and students.

Main duties and responsibilities:

1. To process entries to examination boards, ensuring all the necessary related information is provided. To ensure examination entries are submitted in accordance with the timescales provided by the examination boards. To chase outstanding information where necessary.
2. To maintain syllabuses. To be familiar with the different syllabuses, tests, modules and coursework requirements and ensure teachers are made aware of the examination and testing requirements as specified by the examination boards.
3. To liaise with teaching staff and take responsibility for ensuring students are correctly registered at the appropriate times with regard to forthcoming examinations.
4. To supervise and organise administrative support staff working within the area of examinations administration, being responsible for ensuring such staff are fully aware of the prevailing regulations, processes and timescales set by the examinations board with regard to supervision, administration and co-ordination of examinations.
5. To oversee the collection and dissemination of coursework marks to examination boards.
6. To organise the timetable and invigilation programme for examinations, including liaison with external invigilators and correspondence with examination boards. To ensure all regulations regarding invigilation are adhered to. To make room bookings for exams, re-rooming lessons as required.

7. To brief invigilators prior to examinations and to ensure invigilators remain fully aware of and adhere to the rules and regulations associated with the examinations as set by the examinations boards. To ensure all invigilators are compliant in terms of training and meet DBS requirements.
8. To ensure appropriate access arrangements are made for students with specific needs.
9. To prepare and provide information relating to examination timetables and arrangements for leaders of learning, teachers, invigilating staff and for dissemination to students, updating and communicating changes to student timetables on a regular basis.
10. To create student timetables from the main Academy timetable and to produce all paper copies for students and staff.
11. To ensure the appropriate organisation and custody of examination papers, including the secure receipt, storage and return of all exam papers.
12. To prepare and organise examination rooms, including seating plans.
13. To maintain all manual and computerised administration systems relating to examinations and student performance data.
14. To produce statistical returns in respect of examination results and student performance data.
15. To process and distribute examination results and certificates.
16. To organise presentation evenings, including preparing certificates in a suitable format.
17. To review the Academy's examination results and provide analysis and trends reports on results as required by SLT.
18. To manage all appeals and special pleadings processes, through negotiation with examination boards. To liaise with teaching staff and pupils with regard to appeals and special pleadings.
19. To administer the examinations budget, including ensuring appropriate spending of such funds, maintaining up-to-date financial records in respect of the examinations budget and providing financial analysis to SLT and governors as required.
20. To liaise, correspond and negotiate with examination bodies on behalf of the Academy with respect to formal examinations processes, times of exams, exam paper delivery dates and any necessary variations to the instructions provided by the examinations boards, and to disseminate information from examination boards to leaders of learning.
21. To devise the Academy's examination timetable structure and ensure arrangements for examinations are suitable for all departments.
22. To ensure the Academy's compliance with all examination boards' instructions, meeting the standards required by the moderation and assessment bodies.
23. To prepare for and be the contact for the Academy's external moderation and assessment with regard to examinations.
24. To develop and maintain appropriate contingency plans so as to ensure the delivery of examinations.

25. To collect, collate, manage, analyse, interpret, present and distribute the Academy's key stage data and undertake student performance data analysis and reporting for each year group and for sub-groups by characteristic (e.g. boys, girls, disadvantaged, SEN, MABLE, ability, pupil premium, etc).
26. To collect, collate, manage, analyse, interpret, present and distribute data from across SMART and contribute to MAT level student performance data analysis and reporting in collaboration with SMART's data managers when required.
27. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. SMART's and the Academy's policies and Code of Conduct and national legislation (such as Health and Safety and Data Protection).
28. To maintain confidentiality of information acquired in the course of undertaking duties for the Academy.
29. To engage in performance appraisal and self-development activities, identifying and undertaking training as appropriate.
30. To undertake other duties appropriate to the grading of the post as required.

This job description has been prepared to meet the current organisational needs of the Trust and will be reviewed regularly and adjusted through consultation to ensure the prevailing operational needs are met.

Date prepared: February 2019

Job description prepared by: Business Manager

Review: on appointment and at least annually through performance appraisal

SMART - Looe Community Academy - Person Specification**Job title:** Examinations and Student Performance Data Officer**Department:** SMART - Looe Community Academy**Person specification prepared by:** Business Manager**Date prepared:** February 2019

Attributes	Essential	Desirable	How Identified
Relevant Experience	Relevant experience in a management, teaching or administrative role	Experience of working in a school/college environment Experience of school data and information systems	Application form / interview
Education and Training	Attainment of 5 Grade C GCSE or equivalent, including Maths and English	Attainment of Level 3 qualifications or equivalent (eg: A levels, AVCE, NVQ)	Application form / certificates
Special Knowledge and Skills	Proficient planning and organisational skills and a commitment to achieve deadlines Meticulous and methodical approach Confident with and competent in organising, interpreting, managing, communicating and presenting data Ability to develop subject knowledge through researching, recording and retaining relevant information Effective communication skills Good spreadsheet, typing and word processing skills	Knowledge of examination administration, processes and regulations Knowledge of computerised data management systems	Application form / interview Spreadsheet / word processing test
Any additional factors	Flexible approach to working times and working patterns to meet organisational needs, including a contractual commitment to working during the exam results period in the school summer holiday period Professional, tactful and sensitive Discreet and confidential Ability to work on own initiative and within a team Ability to relate to and communicate effectively with young people		Application form / interview