



Job Description: Data and Exams Officer

Reports to:	VP Curriculum Assessments & Outcomes
Start date:	ASAP
Contract:	Permanent - full time (52 weeks)
Salary:	Grade 8 (£32,527-£38,502)
Hours:	08:00am to 17:00pm

The Role

As a Data and Exams Officer, you will provide comprehensive administrative support to the school and act as a central supporting role for staff, students and parents. You will work with other members of the operations team to uphold the vision and ethos of the school at all times and provide an excellent customer service to a range of stakeholders.

It is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach. You will also assist with general day to day admin tasks which therefore require a good level of IT skills.

Key Responsibilities

- To take responsibility for all areas of data input, output and integrity within the MIS including attendance, reporting, Census returns, admissions/leavers, exclusions, timetabling, student details, staff details, importing of Examination data, maintaining assessment system. Recording students' special needs through the co-ordination and working with the Admin Assistants and Office Manager
- To work with the VP to collect assessment data from individual teaching staff using established procedures in order to ensure student information is gathered and entered into relevant systems
- To maintain the Assessment records of student progress, making sure that all information held is accurate and reliable and highlighting poor assessment to the Senior team members
- To work with the VP to provide reports, as requested, for the DfE, LA, Governing body, Principal, senior team, staff, students and parents regarding assessment information, ensuring the provision of accurate and appropriate information to relevant parties
- To provide Assessment and Target information for students and staff across the Academy and ensure these are kept updated termly in accordance with the target setting policy
- To assist with the academy's annual students reporting procedures; to ensure that students receive regular and timely academic feedback
- To maintain relevant databases, including personal records on students, using the MIS, in order to ensure that they are up to date and fit for purpose
- To carry out data analysis and reports following all external and internal examinations and to ensure that the analysis tools available through the MIS are accurate and user friendly
- To work alongside the Office Manager & Attendance Officer to ensure all enrolling and off rolling is carried out in a timely manner
- Develop and maintain automated behaviour, attendance and detention reports
- Develop and maintain PowerBi software as a monitoring tool for Teaching and Learning which also generates automated reports
- Design report templates that reflect the Academy priorities to ensure that all stakeholders are communicated effectively regarding academic progress and other key information e.g. attendance,

- To work with the VP to provide data analysis and reports as requested to all leaders and teachers
- To support the management of the option choice and timetabling process
- Provide analysis of options choices and numbers to the Principal and work with senior team members in the creation of the timetable
- To support with the timetabling throughout the year
- To provide training and support for leaders, teachers and support staff within the Academy on data systems and excel
- To assist with staff cover process throughout the day as required
- To support Office Manager surrounding Admissions process

Exams

- Responsible for the administration and organisation of all aspects of internal and external examinations in accordance with the regulations laid down by the awarding bodies
- Manage all examination entries, results, timetabling and security including processing of all correspondence to and from Examinations Boards, submission of accurate entries (in collaboration with subject leads) for external examinations as per published deadlines and resolution or examination clashes in accordance with regulations laid down by awarding bodies
- Manage the invigilation of all examinations, ensuring that all invigilators are trained appropriately.
- Checking and dispatching of exam results and certificates
- Coordination of results enquiries and appeals as well as all post-results services
- Encourage a positive examination culture in the academy to which all staff and students subscribe.
- Keep up to date with any new or revised examination requirements and disseminate information as appropriate
- Provide statistics on examination entries and results as requested by senior team members, checking DfES statistics before publication
- Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Updating examination-related policies
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Supporting the process relating to access arrangements (for example; supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Contingency planning
- Issuing examination certificates

Other

- Carry out other reasonable tasks as directed by VP, Principal and Senior Team members
- To carry out first aid duties
- To undertake fire marshal duties, if and when required
- To undertake exam invigilation duties, if and when required
- To undertake morning and afternoon playground duties, if and when required
- To operate the cashless catering tills, if and when required
- Cater and set up for meetings and events, if and when required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events parents' evenings
- This job description is subject to change with the agreement of the post holder

Person Specification: Data and Exams Officer

Qualifications

- Right to work in UK
- Maths and English GCSE at grade C or above

Knowledge, Skills and Experience

- Experience of working in a school or further education setting (Desirable)
- Experience of running effective administrative, clerical, ideally within a school setting (Desirable)
- Experience of data entry into databases and other IT systems
- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills
- High level of proficiency with Microsoft Office
- Ability to work under pressure
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to take ownership of tasks and work with minimal supervision

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background
- Operates with a spirit of flexibility and optimism
- Helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Excellent interpersonal skills with children and adults
- Able to take direction but also be able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion
- Solution focused with a can-do attitude

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Disqualification by Association

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.