

**Job Description**

**Examinations and Data Officer**

**Salary Grade SO1 (point 23 to 25) £28,967.00 - £30,655.00 PA**

**37 hours per week – 41 week per year**

**(Term Time Only including two week)**

**Purpose of Post:**

* To support the Assistant Headteacher responsible for the outcomes of Year 11 students and the Data Manager as necessary.

**Accountable to:**

* The post holder will be line managed jointly by the Assistant Headteacher responsible for Year 11 outcomes and the Data Manager.
* The post holder will work as part of the Administration Team

**Responsibilities:**

**Examinations**

* Complete examination entries and ensure that these are conducted in accordance with the Joint Council for Qualifications (JCQ) and examination body regulations
* To provide support, advice and guidance to the head of centre/ senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/ assessments at all times.
* To complete the Exams Officer Professional Standards on annual basis by ensuring a through knowledge and understanding of JCQ and awarding body regulations and processes, developing/ acquiring the key skills needed to perform the role effectively and signing, and agreeing to comply with, the Exams Office Professional Standards Values and Attributes statement.
* To understand JCQ and awarding body key dates and deadline and have in place robust procedures to ensure these are met.
* Receive, distribute, collect and dispatch examination papers
* Organise seating and room plans and act as a lead invigilator in the absence of the lead invigilator
* Offer administration support for students and staff with relevant external bodies
* Ensure that the necessary exams related policies and procedures are created, updated and reviewed annually
* Manage all arrangements for all internal examinations including Year 7-10 assessments and Year 11 mock examinations
* Organise the examination timetable and related resources and accommodation within the school.
* Support and administer all access arrangements for students with Special Educational Needs
* Ensure equipment required for examinations is kept well stocked
* Recruit, train and direct the invigilators for Bishop Perowne College
* Manage the exams budget

**Data**

* Responsible for day-to-day support of MIS systems and linked systems across the college.  Although the role is predominantly Bromcom focused, as part of the data team they will be expected to perform data support tasks as necessary.
* Management Information Systems Duties:
* Administer the registration, assessment, reporting and administrative systems.
* Ensure consistency, accuracy and validity of data in compliance with legal and data protection regulations.
* Process students who start and leave the college.
* Create new MIS user accounts as necessary and ensure appropriate levels of access.
* Run and distribute daily/weekly/termly reports to key stakeholders.
* Key liaison with support services.
* Maintain a knowledge base for common MIS-related issues and procedures.
* Ensure regular tasks are documented and completed in accordance with the college procedures**.**
* Complete statutory school census task 4x per year.

**Other:**

* To assist the Data Manager as and when required
* To provide emergency cover for other administration roles (under the guidance of the Headteacher’s P.A.)
* To assist and support SLT with reports

**Standard Duties:**

* Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
* Uphold and promote the values and ethos of the school.
* Uphold all policies procedures and codes of practice of the school.
* Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
* Participate in workplace learning and development opportunities and work to continually improve own and team performance.
* Undertake such other duties of a similar nature as the Headteacher may reasonably require.
* Promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection Policies.

**Signed ……………………………….. Signed ………………………………**

**(Post Holder ) (Headteacher)**

**Dated ………………………………… Dated ………………………………..**

**(Post Holder) (Headteacher)**