

Job Description

Post:	Data, Assessment and Examinations Officer
Grade:	Grade H, SCP 23-25 (£26,999-£28,785 - £22,752-£24,257 pro rata)
Working hours:	37 hours a week (flexibility over the distribution of the hours over 5 days), term time only + 5 Days in August
Accountable to:	Deputy Headteacher

PARTICULAR RESPONSIBILITIES

Responsible for the administration of public examinations related to GCSE and other examinations within the school.

To facilitate the effective maintenance and support of the school's data management systems and provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.

KEY TASKS

Data

- Take the lead and be proactive in ensuring compliance with the General Data Protection regulation (GDPR), in the way the school requests, manages, uses and stores data.
- To produce clear, concise, accurate information to support the Senior Leadership Team (SLT) in raising standards of performance.
- Thorough analysis of data to identify strengths/weaknesses for SLT, Curriculum Leaders and Heads of Year.
- Use a range of data sets to inform and facilitate effective and robust target setting
- To provide appropriate and timely data to Senior, Curriculum Leaders and Heads of Year to allow for precise target setting, assessment and reporting. Attend meetings as appropriate.
- To maintain, develop and operate an annual programme of performance data collection and analysis.
- Interim and final assessment data co-ordinated and analysed at regular intervals, specifically after each tracking point and summer external exams for all Departments, SLT and Governors.
- Maintain and develop systems (including MyEd, SISRA and FFT) to allow assessment data and targets to be transparent for all stakeholders, including parents and students.

Assessment and Tracking

- To maintain and update the current system for assessment and tracking using SIMS Assessment Manager & Microsoft packages to record and analyse student performance.
- Ensure all relevant information is available to facilitate the school's curriculum option package.
- Produce, collect and collate students' reports.
- Ensure that the student data provided by external sources is imported and maintained.
- Provide appropriate data which allows precise target setting, assessment and recording.
- Design and maintenance of all templates and mark sheets in Assessment Manager.
- Ensure the smooth running of the reporting process – monitoring data input in accordance with calendared deadlines.
- In conjunction with Admin Team, keep student data up-to-date via data checking sheets.
- Importing FFT data into Assessment Manager.
- Manage the school's data system - currently SISRA.
- Work with all staff to ensure that data is on MyEd for parents to view and is maintained on a regular basis

Examinations

- Responsibility for all entries for external and internal exams.
- Completion of examination entries using SIMS wherever possible and ensuring manual back-up as appropriate.
- Dissemination of information about public exams to staff, students and their parents.
- Liaison with Curriculum Leaders and/or any other member of staff to ensure that the correct entries are made for all examinations.
- Drawing up timetables for internal and external examinations.
- Sorting out examination papers as they arrive.
- Identifying all clashes in exam timetables and making appropriate provision for students.
- Making sure that all parties are aware of rules of conduct for examinations.
- Issuing all students with their entry slips and making any necessary corrections.
- For all areas being used for GCSE, the post holder must book, prepare and organise these examinations in accordance with the regulations laid down by all the examination boards.
- Supplying all the necessary stationery and materials related to the smooth running of the examination system.
- Liaising with SLT on invigilation and any other issues related to the smooth running of all examinations.
- Dealing with special considerations and any other requirements related to the smooth running of the examination system.
- Attending results days.
- Arranging re-marks reports and queries about exam results from the examination boards.
- Supporting SLT with analysis of examination results when the centre is notified, and to inform the Headteacher as soon as administratively possible.
- Checking statistical data related to all entries.
- Liaising with SLT on the provision of exam statistics for the DfE, Headteacher and other related groups (Governors' Reports, media, etc.)
- Ensuring all necessary certification is dealt with in the timescales set by the boards and implemented by the centre.
- Ensuring that the Curriculum Leaders, parents and students are fully updated on all dates, changes in examination procedures, entries and results.
- Keeping up-to-date with examination requirements, including the development of appropriate computer systems that meet the needs of the public examination system.
- Checking all examination fees and charges from each examination board.

- Managing external Invigilators on a day-to-day basis and contributing to their in service programme.
- Responsibility for planning and managing the budget for examinations

Postholder's Signature: _____ **Date:** ____ / ____ / ____

Headteacher's Signature: _____ **Date:** ____ / ____ / ____