



Examinations and Data Officer

Team:	<p>Administration Team</p> <p>This role is also part of the Operations Team at Wilson's School, which consists of all support, technical and administrative staff members.</p>
Performance Reviewers:	Senior Administration Manager and member of the Leadership Team
Responsible for:	Invigilators
Hours of work:	<p>36 hours per week, across up to 210 days (42 weeks) per annum. The working days/weeks each year will include the school's term time days plus the number of additional days/weeks in the school holiday period as advised in advance of each academic year. The dates of the additional days to be worked will be agreed with the Performance Reviewers. Given the nature of the role the post-holder is expected to work 3 weeks in August each year to cover the A Level and GCSE results period.</p> <p>Standard working day 8am to 4pm Monday to Friday with an unpaid lunch break.</p>
Place of work:	Wilson's School, Mollison Drive, Wallington, SM6 9JW
Key Purpose:	The Examinations and Data Officer is responsible for the organisation and smooth running of all internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies, implementing the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications. The post holder will, over time, play a leading role in maintaining and developing the school's MIS.
Detailed Job Description (Duties & Responsibilities):	<p>Planning and organisation</p> <ul style="list-style-type: none"> Understand the regulations and requirements of all examinations and assessments held by the School, both internal and external.

- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these.
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials.
- Contribute to the development and review of examination-related school policies.
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments are implemented for identified pupils.
- Manage registration of candidates for all examinations, liaising with stakeholders as appropriate, ensuring that all examination registrations and entries are submitted on time, accurately and in line with awarding body guidelines and regulations.
- Coordinate internal communication in relation to NEA (Non Examined Assessment), including timetable construction for parents and liaise with awarding bodies as necessary.
- Work with the Finance department to ensure all examination invoices are checked and fees are paid.
- Contribute, alongside Senior Leaders, to the successful completion of the School Census and other government returns as required.

Exam Management: Pupil Welfare

- Ensure that all arrangements are made with careful consideration of the welfare, wellbeing and experience of pupils.

Exam management: Administration

- Recruit, train, schedule and manage invigilators for all internal and external examinations as required.
- Deploy the invigilators, having regard to budget costs and recruitment and retention.
- Manage the logistics for examination sessions, including timetabling, room booking, arranging resources and staffing, liaising with the Estates Manager and the IT service provider as appropriate with timely provision of instructions and requirements to ensure that examination venues are set up appropriately.
- Construct, and ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.
- Ensure appropriate conduct during examination sessions, in line with requirements relevant to the exam type and regulations from awarding bodies and the JCQ as appropriate.
- Carry out necessary administrative tasks related to the organisation of examination sessions.
- Liaise with the SENCO in order to implement access arrangements and reasonable adjustments as required.
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers.
- Manage any unexpected issues or emergencies that arise during an examination session.
- Submit reports to examining bodies, as required.

Results and data management

- Liaise with and support the Key Stage 4 and Sixth Form pastoral teams in relation to the management of results days.
- Implement arrangements for sharing results with students (e.g. results days) including liaison with the Estates Manager for the setup of facilities for results days.
- Ensure results are received by the School in a secure and confidential way.
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate, including generating results sheets for students.
- Arrange receipt and distribution of examination certificates to candidates.
- Manage the process for requests for re-marks, reviews (whether by candidates or School) and other queries to exam boards, seeking permissions as appropriate.
- Manage retention of results, including certificates, for the School's record.

Pupil Assessment Data / School Management Information System

- Assist and then, over time, take the lead in maintaining and developing the school's MIS, contributing to the planning, development and organisation of MIS procedures ensuring data is kept securely and all data held is up to date and accurate.
- Prepare marksheets and reports for the whole school as well as for individual departments and year groups.
- Contribute to wider school reporting and reporting processes and communication of these to parents.
- Support the data and leadership teams in providing data and reports to analyse student performance and allow timely intervention.
- Assist with the completion of statistical returns for the School, local authority, DfE and other agencies as directed.
- Review the retention of data in line with national guidance and data protection legislation.
- Co-ordinate the setup of the MIS for the start of each school year, with a particular focus on promotions.
- Act as a MIS Champion providing advice and guidance to staff as appropriate on getting the most from the MIS.

Team Responsibilities:

The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Administration Team and as a member of the wider Operations Team:

- Adopt and project a positive, professional, 'can-do' attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships.
- Enable and support effective communication and information flow across the team.
- Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines.

- Seek to solve problems as they arise.
- Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision. Expect to assist other members of staff with tasks and duties in order to promote effective teamwork.
- Act as the official deputy for at least one postholder (identified by the Senior Administration Manager) so that knowledge and expertise is shared.
- Provide cover for absent colleagues within the Administration Team as and when required.
- On a rota basis, as determined by the Senior Administration Manager, to:
 - Support and assist with first aid and medical room service provision as required (for example, but not limited to, assisting with supervision of pupils awaiting collection, liaison with parents) providing a compassionate and appropriate response to all
 - undertake Reception duties (including greeting visitors, controlling access to the School, managing arrivals, receiving deliveries, answering the telephone in a professional manner and managing the School Office inbox)
- Support, as required, significant events within the School, including (but not limited to):
 - Entrance examinations and Aptitude tests
 - Open events
 - Public and internal examinations
 - Book return
 - Visits
 - Prizegiving
 - Founder's Day
 - Responses to major incidents

When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).

All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times.

Employees who work outside pupil term time:

During periods when the School is closed to pupils, members of the Operations Team will be called upon to ensure the efficient and effective execution of School operations, for example by:

- Supporting the Estates Team, including liaising with and supervising contractors and lettings.
- Welcoming visitors to the School – including pupils and members of the teaching staff – and answering queries.
- Monitoring communication channels, including answering telephones, checking and responding to e-mails and opening the post and ensuring that any urgent matters are forwarded to the relevant member of the leadership team.

	This list is meant to be illustrative, rather than exhaustive.
Training and Development:	<ul style="list-style-type: none"> • Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role. • Participate in training and other professional development activities provided by the School. • Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role. • Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewers.
General Professional Standards:	<ul style="list-style-type: none"> • Be familiar with and promote safeguarding and child protection requirements, including <i>Keeping Children Safe in Education</i> and the School's Safeguarding and Child Protection Policy and procedures. • Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School's expectations. • Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description. • Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity. • Promote equal opportunities and celebrate diversity in all aspects of the School and its community. • Be aware of and comply with the School's policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection. • Maintain high standards in attendance and punctuality.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.</p> <p>This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.</p>	