

JOB DESCRIPTION

POST TITLE:	Data and Examinations Officer
POST RESPONSIBLE TO:	Admissions, Data and Examinations Manager with operational reporting to Academy Senior Leadership Team
SALARY:	SP 16-25 depending on experience
CONTRACT TYPE:	Full time, term time only +10 days
CONTRACT TERM:	Permanent
START DATE:	ASAP

JOB PURPOSE

To manage, coordinate and implement the school's examination process, including the administration and organisation of all aspects of internal (mock) and external examinations in accordance with the regulations laid down by the various awarding bodies and JCQ.

To understand, provide insights/analysis and manage the schools Management Information System (MIS) and associated software to ensure that all records, systems and reports are accurate and accessible in a timely manner to members of the Senior Leadership Team

Duties and Responsibilities:

The exact duties and responsibilities will be flexible in accordance with the needs of WMG. These will include:

To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process

- To support the Academy in ensuring that we are compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To act on behalf of, and be the main point of contact for, the Academy in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Exams

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates

- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Effectively managing the examination entries process
- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Effectively manage the examination results and post-results process
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations

Data / Reporting

- Produce detailed data reports and analysis for school leaders, teachers, parents on student attainment, progress, attendance, etc.
- Automate reporting processes where possible through dashboards and self-service analytics
- Assist departments in building their capacity to extract and analyse data to inform teaching and assessments
- Advise school leadership on interpreting data reports to inform decision making
- Provide training to staff on using school data systems and understanding reports
- Respond to staff queries regarding data access, interpretation, quality, etc.
- Work with IT team on user access, rights and integration of data systems
- Support departments in creating customised Excel/Google sheet marksheets, reports and dashboards to analyse subject-specific data

Generic

The following apply to all members of the Administration Team:

- Model the highest professional standards to staff and students in all aspects of the role;
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision for the WMG Academy;
- Be prepared to work flexibly in other areas, e.g. Inset days, open events, parents' evenings, weekend Induction;
- To work at all times to the standards set out in the Code of Conduct for Staff and Staff Policies;
- Any other duties as requested by Line Management and commensurate with grade.
- Work within the GDPR and Data Protection requirements.

PERSON SPECIFICATION FOR Data and Examinations Officer

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	Evidenced via Application form (a), Interview (b), Task (c).
QUALIFICATIONS		
GCSE (or equivalent) grade C or above in English and Mathematics	E	(a)
Educated to A Level/Level 3 or equivalent, relevant experience	D	(a)
Evidence of continuing professional development	D	(a)(b)
EXPERIENCE		
Experience as working as part of a busy team	E	(a)(b)
Previous education administration experience, ideally in a similar context	E	(a)(b)
KNOWLEDGE AND SKILLS		
Excellent oral and written communication skills	E	(a)(b)(c)
Excellent communication skills, with the ability to deal with difficult conversations in a calm manner using high levels of tact and diplomacy	E	(b)(c)
Computer literate, familiar with applications such as MS Office/Google workspace.	E	(a)(b)(c)
Ability to work unsupervised and to take the initiative.	E	(b)
Analytical ability – data and thinking	E	
PERSONAL ATTRIBUTES		
A commitment to working in a cohesive, supportive and forward-thinking team of colleagues who share an ambitious vision for the WMG Academy.	E	(b)
Willingness to comply with policies and procedures relating to Safeguarding, health & safety, confidentiality and data protection.	E	(b)
Ability to establish positive relationships with students, staff and visitors.	E	(b)

Flexibility and adaptability.	E	(b)
Confidentiality and discretion	E	(b)
Enthusiasm, optimism and energy, with a willingness to work 'across the piece', being flexible and interested in other areas, e.g., open evenings, parents' evenings, weekend induction events.	E	(b)
Ability to organise, plan and prioritise.	E	(a)(b)(c)
A commitment to ensure data is processed accurately and in a timely manner.	E	(b)