Job Description

Post Holder:	TBA
Administrative/Clerical Role:	**School Exams & Data Officer**
Grade:	NJC Band G scale points 13-18
Responsible to:	Headteacher
Hours of Work:	37 hours per week, term time only (TTO)

Purpose of the post:

1. The core focus areas of this role is to be responsible for the efficient and effective running of all internal and external examinations within the school, including liaising with staff, students, invigilators and examination boards and also to complement the professional work of the teachers by taking responsibility for the managing and organisation of the schools' student data and assessment reporting processes. Responsible for recording, monitoring, evaluating and reporting all aspects of student data.

Specific Responsibilities:

Safeguarding:

1. To be accountable for the day-to-day implementation of safeguarding procedures and to rigorously uphold these in relation to every interaction
2. To update the school's Single Central Record as required

Operational Management:

1. Oversee all arrangements for all public examination entries
2. Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken
3. Complete examination entries and store securely and send completed examination papers to examination boards by deadlines
4. Makes preparations for examinations, including setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationery.
5. Undertake exam invigilation duties
6. Organise appropriate arrangements for the support of candidates with special examination requirements
7. Deal with issues relating to appeals, remarking and other administrative issues
8. Manage and organise the process of collecting assessment data and providing statistics and analysis in order to support teaching and learning at key assessment points as outlined in the School Calendar
9. Manage and oversee the production of student reports (i.e. Short & Long Reports) via
10. GO4schools and ensure all reports are issued to parents in accordance with schedule deadlines
11. Manage the production of student reports for SLT and ensuring data is kept up to date
12. Respond to queries and issues from staff, students and parents relating to the reporting system; redirect / resolve issues accordingly to ensure the accurate inputting of data and the smooth running of the system

Communications:

13. Liaise with examination boards to ensure that accurate administration of all examinations, including ensuring compliance with examination boards rules, coursework requirements
14. Provides advice and disseminates examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results

15. Liaises with staff/heads of departments regarding pupil examination entries
16. Work with the Assistant Headteacher on 'Checking and Quality' of data input of other non-specialist staff

Resource management:

17. Manages the examination budget
18. Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them
19. Responsible for the safe storage of the examinations papers, examination certificates and examination results

Systems and Information:

20. Provide data and analysis on examination entries and results, writing reports as appropriate
21. Creates effective information systems for the recording of exams and results

Planning and Organising

22. Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
23. Lead role in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators

Data Protection

24. To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Health and Safety

25. Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
26. To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

27. We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.]
28. Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

Flexibility

29. North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.

Customer Service

30. The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
31. The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.