



Biddick Academy

Job Description

Job Title	Data and Examinations Officer
Responsible to	Development Manager
Salary/Grade	SO1 £28,226 - £30,095 Full Time Equivalent
Working hours/weeks	37 hours Term Time 39 weeks plus 2 weeks
Core Purpose	<p>To be responsible for all aspects of the administration, organisation and smooth running of all public and internal examinations and baseline assessments. The postholder will be responsible for disseminating examination results and information as appropriate and will liaise with the Deputy Headteacher responsible for the analysis of examination results.</p> <p>The postholder will be the first point of contact with teachers, students, former students, parents and awarding bodies in respect of examination requirements, entries, results and communication, ensuring that the School adheres to all JCQ and awarding body regulations.</p>

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of Biddick Academy.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.
- To work in other support services areas to meet the specific needs of workload peaks.
- To arrange and provide training sessions to staff to ensure that they are aware of associated procedures and regulations.
- To keep abreast of developments, current initiatives and changes in her/his field and communicate to staff as appropriate.

Main tasks and responsibilities:

- To carry out all duties relating to the administration of all external exams and registrations, including but not limited to; the accurate and timely registration or entry of all students, the safekeeping of all exam materials, the running of all exams, liaising with inspectors.
- To liaise with Middle Leaders regarding all examination/assessment entries to ensure that entries are submitted in advance of awarding body deadlines.
- To keep up to date with all JCQ and awarding body regulations, policies and procedures so as to ensure that school policy reflects current practice and to disseminate such information as appropriate.
- To ensure that all public examinations take place according to JCQ and awarding body regulations.

- To liaise with Middle Leaders in September each year to maintain a record of up to date subject information to ensure that accurate entries are submitted.
- To ensure that systems are in place for Middle Leaders to check entries and make any amendments within JCQ and awarding body deadlines.
- To be the school's point of contact with awarding bodies regarding queries from staff and disseminating information to staff as appropriate.
- To liaise with the SENCO and other staff as appropriate to ensure that applications for access arrangements are made according to JCQ regulations and in advance of deadlines and to maintain all relevant documentation on access arrangements for students as required by JCQ regulations.
- To ensure that the school complies with the administrative demands arising from access arrangements requirements.
- To enter students for examinations in non-curriculum subjects, including community languages, and to make appropriate arrangements for the examinations, including speaking tests.
- To ensure that systems used for the submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and are reviewed on a regular basis.
- To comply with awarding body requirements regarding estimated entries, estimated grades, controlled assessments, coursework and any other administrative procedures.
- To produce examination timetables as soon as practicable, to allow for rooming, invigilation and any other issues to be arranged in liaison with the Deputy Headteacher: Achievement.
- To produce and disseminate final examination timetables to staff, students and parents/carers along with any relevant information.
- To receive and log in examination papers and other materials sent by Examination Boards and store them in the approved secure storage facilities; to ensure that examination scripts are dispatched in accordance with regulations.
- To be responsible for ensuring there is sufficient examination stationery and equipment.
- To inform the Site Supervisors in good time of the seating requirements for examination rooms and to provide accurate seating plans.
- To inform members of staff who will be affected of examination room requirements and to arrange re-rooming as required using the school's MIS.
- To inform the ICT Network Managers of any online examinations to ensure their smooth running.
- To be responsible for the recruitment and appointment of Invigilators, in liaison with the HR Manager.
- To resolve any examination clashes in accordance with regulations, liaising with Examinations Officers at other centres as required and informing candidates of arrangements.
- To be responsible for the daily running of the examinations, assigning invigilators and senior invigilators in accordance with regulations and ensuring that rooms are set up appropriately and contain all required materials.
- To be responsible for receiving and checking Invigilators timesheets prior to submission to the Finance Department.
- To provide briefings and training for Invigilators.
- To maintain accurate records of all examinations, including seating plans and registers, according to JCQ and awarding body regulations.
- To make applications for special consideration as required.
- To be responsible for dispatching internally assessed work, maintaining appropriate records.
- To manage the receipt of examination results on results days, organise the distribution of results to students and the relevant summaries and data to the Headteacher, SLT and Middle Leaders.
- To deal with enquiries from students, parents/carers and former students regarding examination results.
- To process post-result enquiries and requests for access to scripts and update results in the school's MIS as required.
- To undertake the checking for accuracy of relevant data returns and resolve resulting anomalies.
- To receive examination certificates and make arrangements for their storage and issue.
- To prepare and produce routine correspondence as required.
- To undertake regular monitoring and evaluation of examination procedures and practices to ensure a constantly relevant and improving provision.
- To provide statistical information as required for the Headteacher/SLT.

- To maintain financial records relative to examinations and record and process payments for examination related matters.

Internal Examinations

- To liaise with Senior and Middle Leaders as appropriate regarding arrangements for all internal examinations/assessments, including baseline testing. This includes making entries, producing and issuing timetables, arranging cover, invigilation and re-rooming as required.
- To apply the same procedures as for external examinations to ensure the smooth running of all internal examinations.

Line Management:

- Act as line manager for designated colleagues, including managing the appraisal process.

Other Duties relevant to the role:

- Support and adhere to all quality assurance procedures.
- Participate in appropriate meetings with staff as defined by the annual calendar.
- To undertake first aid training and act as a First Aider if required.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.