

Northern Education Trust – Job Description

Job Title:	Data & Exams Officer		
Base:	Thorp Academy		
Reports to:	Trust Data Director	Grade:	NJC SCP 14-19
Service responsibility:		Salary:	
Additional:	Some travel may be required across NET sites	Term:	37 Hrs, WTE

JOB PURPOSE

- To manage the processing of all external and internal examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications
- To maintain the pupil data in Academy using SISRA and SIMs, supporting Teaching and Learning by interpreting and analysing trends and highlight fluctuations in performance to appropriate colleagues
- To work with the AVP for Standards, Directors of Faculties and those with responsibility for year groups and sub groups to identify gaps in progress and attainment for groups, sub groups and individuals and to plan how to use resources effectively to close the gaps and improve attainment and progress
- To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes

RESPONSIBILITIES:

Examinations:

1. Downloading and importing results files into the Academy's MIS using the A2C client when results are released in August.
2. Preparation and distribution of results notifications for students on results day as well as resolving any queries with awarding bodies.
3. Collating and analysing the results for publication to stakeholders and press.
4. Collating and preparing certificates for distribution on presentation/prize giving evening.
5. Liaising with heads of department to collect estimated entries for submission to awarding bodies.
6. Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into SIMS examinations manager and preparation of the relevant exam seasons for each academic year.
7. Liaising with heads of faculty to collect information on courses being delivered and entries to be made with clear records to be kept to ensure the accuracy of entries and accountability of all parties involved.
8. Processing entries, amendments and estimated grades using SIMS examinations manager ensuring all deadlines are kept to and late fees are avoided for each examination season.
9. Liaise with facilities management to prepare the examinations hall.
10. Preparation and development of a pupil handbook to include all relevant information of the exam series such as entry lists, timetables, notices and instructions for pupil conduct.
11. Preparation of seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance within statutory guidelines as well

as managing the entry and exit of students into the examinations hall to ensure a calm and orderly examination.

12. Liaising with the SENCO regarding candidates with SEN; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation.
13. Managing the receipt and secure storage of examination materials and ensuring we have sufficient materials and examination stationary for each season.
14. Checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent off using the Parcelforce yellow label service. Also packaging and posting any materials relating to controlled assessment, coursework etc.
15. Using where possible the SIMS examinations manager for administration of all vocational qualifications, including entry and unit claims for all subjects. Where this facility is not available using the awarding body secure websites.
16. To resolve examination clashes in accordance with regulations.
17. To recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the JCQ and awarding bodies. Examination invigilators will need to be briefed before each examination.
18. To produce an overall examination timetable for each season and to distribute individual candidate timetables to students.
19. To produce analysis of examination results by subject for Heads of Department.
20. To develop and maintain the Academy's examinations policy, ensuring it is up to date and meets the JCQ requirements.
21. To meet with the JCQ inspector and ensure all the requirements are met to enable the Academy to pass the inspection.
22. To attend any meetings, training or development opportunities as required by the post.
23. To undertake such additional duties as are reasonable commensurate with the level of this post.

Data:

1. To have overall responsibility for SIMs including being the principal point of contact for the LA SIMs team and Capita.
2. Manage users and permissions within SIMs, SISRA, Raise and FFT.
3. Preparation of data for statutory returns e.g. Academy Census.
4. Create targets for all admissions using KS2 data, CATs and KS3 data.
5. Maintain progress check system and reporting system in Assessment Manager.
6. Maintain base data mark sheets.
7. Create bespoke reports in SIMs for staff.
8. Configure and maintain SIMs discover.
9. Upload progress checks to SISRA.
10. Maintain SISRA database, identifying for individual pupil's current working levels and end of key stage targets.
11. Attend data manager meetings organised by LA to keep abreast of current issues in Academy's.
12. Update Course Manager with new teaching personnel to allow access to mark sheets.
13. To work closely with SLT to create, maintain and adapt data collection systems and processes.
14. To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT and other internal customers.
15. To identify trends and key issues for the Academy.
16. To instigate and manage the Academy assessment calendar.
17. To manage the timely and accurate entry and processing of data relating to students including personal details, achievement, attainment, behaviour, demographics and other areas required by the Academy.

18. To produce reports as required by the SLT based on Raise on line and/or other OFSTED documents.
19. To be responsible for the development and production of student reports.
20. To be responsible for the production of regular reports for key stakeholders relating to the progress and attainment of all year groups and identified groups.
21. To ensure that all data and information is processed in accordance with Data Protection principles.
22. To respond to and provide advice on Freedom of Information and Data Protection requests in line with relevant legislation.
23. To become involved in project work and support the SLT in implementing new initiatives.
24. To support the Academy in continuing to develop and maintain effective and efficient systems of work.
25. To provide training and support to internal customers on data analysis and usage.
26. To effectively communicate management information to a variety of audiences.

GENERAL

1. To participate in wider Academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

Northern Education Trust
Post: Data & Exams Officer
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE or equivalent at Grade C or above (inc English and Maths)	E	✓	
2.	A Levels or equivalent	D	✓	
3.	Degree or equivalent	D	✓	
4.	Evidence of recent professional development	E	✓	
EXPERIENCE				
5.	High level of experience in SIMs with the ability to produce and manipulate data	E	✓	✓
6.	Excellent working knowledge of Microsoft Office Package	E	✓	✓
7.	The ability to collect, manipulate and analyse data using Microsoft Excel	E	✓	✓
8.	Experience of using information provided by professional bodies and other relevant organisations to make informed decisions	E	✓	✓
9.	Full working knowledge of relevant policies, codes of practice and legislation	E	✓	✓
10.	Experience of working in an educational establishment	D	✓	✓
11.	Knowledge of how the use of data can be used to improve performance and develop intervention strategies	D	✓	✓
12.	Knowledge of SISRA	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Ability to carry out detailed written and verbal instructions, to balance potentially conflicting demands and be able to work to deadlines	E	✓	✓
13.	Strong interpersonal and communication skills	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
14.	High level of organisation and record keeping skills	E	✓	✓
15.	Meticulous attention to detail and a high degree of accuracy	E	✓	✓
16.	Ability to demonstrate initiative and be self-motivated	E	✓	✓
17.	Supportive approach to others and an ability to relate well to colleagues and students	E	✓	✓
18.	Flexibility to adapt in an every changing environment	E	✓	✓
PERSONAL QUALITIES				
19.	Pleasant and friendly manner	E	✓	✓
20.	Polite and punctual	E	✓	✓
21.	Reliable	E	✓	✓
22.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

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