



**Parkwood Hall**  
CO-OPERATIVE ACADEMY

## EXAMINATIONS/DATA OFFICER JOB DESCRIPTION

<b>School Name:</b>	Parkwoodhall Co-operative Academy
<b>Job Title:</b>	Examinations / Data Officer
<b>Reports To:</b>	Deputy Principal (Teaching and Learning)
<b>Hours</b>	36 (Term time plus 2 weeks)
<b>NJC Point</b>	19-22
<b>Role Summary:</b> <ul style="list-style-type: none"><li>Responsible for managing the complete exams process across all key stages covering internal &amp; external exams and adhering to national regulations and guidelines. To support in the development of data gathered via our assessment platform Evidence for Learning (EfL).</li></ul>	
<b>Key Tasks and Activities:</b> <ul style="list-style-type: none"><li>Maintain effective communication with Exam Board personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines.</li><li>Manage and where required build relationships with external Examination Boards.</li><li>To liaise with Deputy Principals and Assistant Principals with regards to the relevant exam boards and syllabuses studied to examination level.</li><li>To enter students for examinations within the designated time frame.</li><li>The publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes.</li><li>The preparation and distribution of exam timetables for Mock examinations, including the resolution of clashes.</li><li>Access results of external examinations and manage the integration into the school ICT system.</li><li>Provide reports on examination results for teaching staff as required.</li><li>Management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for General Qualifications</li></ul>	

(JCGQ) covering all unitary exam bodies.

- To put in place the relevant examination policies for the school so that the examination system, rules and regulations set by the awarding bodies and JCQ are clear to all members of staff in the school.
- Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
- Manage the production of analysis as required for the school and external bodies.
- Assist the Data Manager with ad-hoc reports and information as required.
- To be responsible for the analysis of examinations and assessment data producing easily accessible information for teachers and learners, alongside the Deputy Principal.
- To manage JCQ inspections and, in consultation with the Deputy Principal, ensure that all policies and procedures are kept up-to-date.
- Managing SEN provision, including liaising with the SENCO to identify students, applying to awarding bodies for special arrangement for those candidates and ensuring they are seated appropriately.
- Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations.
- Preparation and organisation of examination materials, including managing the secure storage of examination papers.
- To issue to all students taking exams an information pack with all JCQ regulations and the schools' expectations of them, together with their examination timetable.
- Managing the checking, collation, storage and distribution of Examination results and certificates.
- Manage the copying of certificates for the student's central files and ensure originals are sent home to parents when they leave PWH.
- To manage the administration and processing of all pupil data and provide analysis/report to SLT data lead including all assessment, recording and reporting systems.
- To develop the use of the school data Evidence for Learning (EfL), Insights for Learning (IfL) setting up effective and efficient processes to collect and analyse data, to provide ongoing analysis of trends in assessment data and reporting findings to governors and SLT to enable them to put in place appropriate interventions.
- To review and monitor assessment data to identify outliers, gaps or inconsistencies.
- To develop new widgets on the Insights for Learning Platform.
- To regularly produce clear, concise, accurate information and analysis in-line with assessment points, in order to support school leadership in raising standards and achievement and to support all staff in understanding it.
- To manage assessment software EfL/IfL including upload of all pupil information and new students entering the school.

- To provide reports as requested for relevant audiences including the Governing Body.
- To have responsibility for ensuring that all teaching colleagues have access to all data necessary to assist in raising progress levels of all pupils.
- To track units and liaise with the various exam boards.

<b>General Information:</b>	
Equality of Opportunity	<ul style="list-style-type: none"> <li>• As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>• To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>• To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> <li>• Any other duties as reasonably required by any manager of the school.</li> <li>• Participating in the ongoing development, implementation and monitoring of the school plans.</li> <li>• Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
Child Protection	<p><i>To be alert to issues of child protection ensuring that the welfare and safety of children attending Leytonstone School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.</i></p> <p><i>Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.</i></p> <p><i>Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and</i></p>

**Key Skills and Competencies:**

- Excellent Interpersonal and Communication Skills – Written and Oral.
- Excellent Organisation Skills with a systematic approach to workload management.
- Excellent time management, planning and work prioritisation skills.
- Experience of developing systems and processes.
- Experience of project management including report writing and statistical data preparation and presentation.
- Ability to work within allocated budgets and monitor expenditure and costs.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Confidentiality of information as appropriate.
- Ability to work under pressure.
- Ability to work on own initiative.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This Job specification may be reviewed by the Headteacher, as necessary, and may be amended at any time after consultation with you.**

**Signatures:** The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....  
(Principal)

Signed.....

