



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Examinations & Admin Officer
Reporting to	Senior Leadership Team and Assessment Lead
Main purpose of job	The post holder will work with the Deputy Headteacher for Assessment & Reporting and: • Assist in the data collection and production of school reports for KS3 and KS4 • Assist in creating and maintaining faculty tracking systems and reporting relevant MIS data when required • To be responsible for managing the efficient and effective administration of all internal and external examinations within the school. • Provide wider administration support when requested from the Headteacher, Senior Leadership Team, Office Manager or Assessment Lead.
Key responsibilities	
<u>Data and Assessment</u> • Assist in management, preparation and maintenance of MIS assessment manager and profiles • Assist in management and production of interim and annual reports to parents in all year groups and to use data gathering from the reports • Support the work of other administrators when required • Assist in management of pupil progress and assessment windows in line with the school assessment cycle • Assist in the school process for producing reports to parents • Contribute to the statutory School Census Returns, co-ordinating with appropriate personnel to ensure data is accurate and complete • To be the first point of contact for parents with queries about reports • To prepare data to import into SISRA and other analysis tools • To liaise with the Assessment Lead to ensure all external examination impact is accounted for • Assist in production of termly assessment updates for specific groups of pupils for all year groups e.g.: SEN, CLA & pupil premium, providing key analysis and actions • Assist in management, collation and distribution of assessment, conduct & concern reports to parents, form tutors and heads of learning after every data collection • To be a point of reference to provide staff, parents and other agencies with data on request • Assist in CATS administration by purchasing tests, setting up students and distributing results to interested parties • To help to ensure all data is supplied in advance of pupil progress evenings and provide support where required <u>Examinations</u> • In liaison with the Assessment Lead, manage arrangements for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken • Help to prepare and maintain exams calendar and key dates for staff to ensure deadlines are met • To co-ordinate access arrangements with the SEN Department	

- Responsible for safe receipt and secure storage of confidential materials, including safeguarding of sensitive information regarding candidates
- Receipt of certificates and prepare for presentation evening
- Help to disseminate examination information to staff, pupils, parents/carers, invigilators, including exam and invigilation timetables, regulations, guidelines and querying results
- Help to disseminate information to all SLT and Heads of Curriculum pertaining to examinations
- Organise the school's external invigilators, including training and ensuring up to date information is provided to them

Daily Cover Support

- In liaison with the SLT line link, manage and organise cover for absent staff both teaching and non-teaching.
- Organise and provide induction and support for supply staff both teaching and non-teaching.

Provide administration support as and when required

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, and Headteacher.

The job description will be updated where appropriate in consultation with the post-holder.



Person Specification

Education and qualifications	Essential • A good level of general education including GCSE Mathematics and English A*-C, or equivalent • Ability to undertake further training and development as required Desirable • Data management qualification • Evidence of continual professional development
Experience	Essential • Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available • Experience of producing accurate and timely reports • Experience of working with various data analysis tools and systems, including uploading data, setting up filter parameters and interrogating data Desirable • Experience of Schools Management Information Systems
Knowledge	Essential • Ability to collate data and produce reports • Ability to interpret data and produce reports • Knowledge of a MIS system • Knowledge of performance tables and school data Desirable • Knowledge of examination and procedures and systems, awarding organisations and invigilation procedures
Skills and abilities	Essential • Excellent IT skills and use of Microsoft Office/Google suite of applications • Good communication skills with the ability to communicate effectively at all levels • Ability to prioritise workload and conflicting priorities and work to deadlines • Ability to handle confidential issues and materials sensitively and appropriately • Ability to work meticulously with attention to detail • Self-motivated with the ability to work without supervision • Flexibility and ability to cope with a wide range of tasks in a busy and changing environment • Ability to undertake further training and development as required