

## IXWORTH HIGH SCHOOL JOB DESCRIPTION

### EXAMS AND DATA OFFICER

<b>Line Managers job title:</b>	Assistant Headteacher Exams and Data
<b>Salary:</b>	Point 18-22 Of the Support Staff Scale FTE: £30,559 – £32,654 Pro rata: £26,841 - £29,195
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term Time plus two weeks
<b>Hours per week:</b>	37 hours per week

#### THE POST

Ixworth High School is a member of the Seckford Education Trust (SET).

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Exams and Data Officer.

The Data and Exams Officer is responsible for the organisation and smooth running of both internal and external examinations and the management of data. They will stay up to date with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ). They will ensure that the school is compliant with these before, during, and after examination periods. In addition, the Data and Exams Officer is responsible for the management, analysis and publication of data in the school.

The successful candidate will be trained in exams and data systems and have day-to-day support from the Assistant Headteacher responsible for these.

The first six months of employment shall be a probationary period, and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

#### PERSON SPECIFICATION

The personal competencies expected of the Exams and Data Officer are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility
- The ability to prioritise and organise effectively, meet deadlines and accept challenges.

The professional competencies expected of the Exams and Data Officer are:

- Have excellent organisational skills and be flexible in managing and executing workloads;
- Have excellent communication skills in person and in writing to respond to staff, parents, students and visitors;
- Able to work in partnership with a wide range of teaching and support staff members;
- Be able to work with minimal supervision, analyse and problem-solve;
- Be able to maintain confidentiality and committed to providing the best possible service to the staff, students and parents;
- Be able to conduct themselves in a confident and professional manner.
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Exams and Data Officer are:

- Have a soundtrack record of successful administrative experience;
- Have experience of the Microsoft Office package and be highly competent in using Excel;
- Be competent and confident in both importing and exporting data into web-based platforms;
- Proven success in an educational setting including experience of the examinations system and MIS would be an advantage but not essential.

## **JOB SPECIFICATION**

## **General Responsibilities**

The Data and Exams Officer is responsible to the Headteacher through the Assistant Headteacher (Data and Exams) for the efficient operation of the school's assessment and reporting procedures and for the conduct of all public examinations, in accordance with the regulations of the Examination Awarding Bodies.

The post-holder will be required to comply with the Ixworth School Code of Conduct for Staff and Volunteers.

Ixworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School's Performance Management and Continuing Professional Development Cycle.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

## **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

## **Planning and Organisation**

- Be up to date with the regulations and requirements of all examinations held by the school, both internal and external
- Contribute to development and review of examination-related school policies
- Work with the Exams Access Coordinator and SENDCo to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage the entries and administration of all public and other examinations sat by students at the school

## **Exam Management**

- Liaise with Heads of Faculty, teachers, students, and their parents/carers regarding examination matters
- Ensure the collection of results of public examinations from the Examination Awarding Bodies and ensure efficient communication to students
- Be the line manager to the school's team of Examination Invigilators, including ensuring they are correctly trained
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Manage any unexpected issues or emergencies that arise during an examination session

- Submit reports to examining bodies, as required

## **Results and Data Management**

- Make arrangements for sharing results with students (e.g. results day)
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates for the school's records

## **Data Management**

### **Progress and Reporting Procedures**

- Manage the MIS regarding assessment and reporting;
- Manage the printing and distribution of termly Assessment and Profile reports sent to parents;
- Maintain/monitor assessment data in the MIS (currently Assessment Manager area in Arbor);
- Ensure accuracy of data collection and processing
- Independently resolve problems relating to data collection and reports to ensure smooth running of procedures;
- Provide summary analysis of students' data for subject leaders, Progress Leaders, Senior Leadership Progress Leaders, Senior Leadership Team and the Headteacher;
- Work with the Senior Leadership Team in setting clear and workable deadlines for data collection and to meet all deadlines;
- Generate, resolve errors and queries, coordinate checking and submission of Student Census reports as per statutory deadlines.

### **Student Tracking and Data for Learning**

- Build templates and generate marking sheets required by departments to aid the recording, tracking, and monitoring of student assessment;
- Support Department and Progress Leaders in analysing data and targeting underachievement;
- Ensure class lists are accurate and up to date, enacting set changes and timetable adjustments as directed by SLT and Subject Leaders;
- Lead on importing results and database information from other systems, such as FFTLive, to provide a comprehensive set of base data for all students;

### **Assessment and Student Outcomes**

- Report and publish GCSE result headline figures;
- Liaise with DfE to perform data checking exercises and ensure accurate reporting,
- Facilitate the management of the whole Academy assessment calendar in partnership with the SLT lead, communicating with key stakeholders;
- Lead the production and publication all routines associated with both external and internal examination entries and the provision of exam information to pupils, parents, and staff, as well as safe storage and security of public/internal exam materials;

- Be present in school on the days when results are notified, overseeing the distribution of results to candidates and managing data queries

## Training and Development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

The post-holder will be required to comply with the Trust Code of Conduct. The postholder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The postholder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	Term Time plus 2 weeks
Hours per week	37 hours per week
Normal working Pattern	Monday – Thursday 8:00am – 16:00pm Friday 8:00am – 15:30pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	<b>Until 31<sup>st</sup> March 2024</b>  Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.  <b>From 1<sup>st</sup> April 2024</b>

	<p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>
CPD Days	<p>CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.</p>

## REMUNERATION

- Scale Points 18-22 of the Support Staff Salary Scale
- FTE Salary: £30,559 - £32,654 per annum
- Pro rata salary: £25,390 - £27,617 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.