

WANSTEAD HIGH SCHOOL



Job Title	Examinations & Data Officer	Grade	LBR7 52 weeks £27,800- £29,515 (Actual Salary)
Reports to	Exams & Data Manager		
Responsible for	Invigilators		
Purpose of job			
<p>To be responsible for supporting the Exam and Data Manager in:</p> <ul style="list-style-type: none"> ▪ The management of school examination and assessment data ▪ The management and administration of school reports ▪ The management of all public and internal examinations 			
Main duties and responsibilities			
<p>To support the Data and Exam Manager</p> <ul style="list-style-type: none"> ▪ Maintain data accurately ▪ Ensure all course and examination data required by the DCSF and examination bodies is held in an established programme ▪ Enter all students for public examinations ensuring all entries and amendments are forwarded to the examination boards before the required deadlines ▪ Enter all results for GCE and GCSE and other awards during the month of August extracting the relevant information required by staff and students, i.e. student results slips, data analysis of results, press releases ▪ Enter all new year 12 provisional data during the summer holidays ▪ Using WHS assessment programme, produce all year groups' CYAs and reports and full Annual Reports, liaising closely with HOYs and Key Stage Deputies to produce clear, accurate reports that are understood by parents ▪ Produce class lists, data collection spreadsheets, staff attendance analyses, student address labels and other data as requested by any member of staff ▪ Produce and analyse post 16 data, working with the Exam and Data Manger in order to ensure accurate returns are forwarded for commissioning purposes ▪ Produce examination results and assessment analyses as required by the Exam and Data Manager ▪ Produce annual targets for students using relevant data (in time for the start of the Autumn Term) ▪ Be familiar with Raise online, 4 Matrix and other data and use this to produce reports as required ▪ To work with the Exam and data Manager to carry out tasks as required ▪ To undertake other relevant tasks as directed by the Headteacher ▪ Ensure the SIMs Examination Organiser data base is maintained to a current and accurate level when entering all public examination criteria for the academic year ▪ Produce examination entry lists for checking by subject leaders and students ▪ Use the Webxchange system to report all accurate public examination data to the 			



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required boards being mindful of entry deadlines

- Correct and amend any data as necessary in time before actual examinations start
- Be aware of the special consideration procedures to be completed for students
- Liaise with the SEN department with regard to special needs student requirements
- Prepare examination lists and seating plans in preparation for the examination season
- Produce examination timetables for staff and students
- Collect, check attendance and prepare examination papers for collection after each public examination
- Prepare and issue/distribute certificates when received in October/November
- Enter all KS3 Teacher Assessment Levels in SIMS to produce Parent Information Sheets and data for staff
- To lead and manage the recruitment, training, deployment and supervision of exam invigilators
- To cover as necessary in the absence of the Exam and data Manager

General

- Attend and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment



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Job Title: EXAMINATIONS & DATA OFFICER	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent		✓
Experience		
Experience of using Microsoft Office Suite	✓	
Evidence of managing MIS systems for reporting to management and other stakeholders	✓	
Experience of using Email/Internet	✓	
Experience of using Microsoft Excel and use of formulas to interrogate data	✓	
Experience of using SIMS or similar database		✓
General office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time.	✓	
Experience of dealing effectively with the general public	✓	
Experience of setting up and running a range of administrative systems	✓	
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages, follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database		
Flexible and willing to contribute to the success of the team		
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Being a first point of contact for directing calls/ giving relevant information effectively		
Relations		



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Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to work some evenings		
IT Skills		
Accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases	✓	