

Job Description

Job Title:	Data Manager and Exams Officer
Salary & Grade:	WHF NJC N
Reports to:	Vice Principal Academic

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Data Manager and Exams Officer

- To manage assessment and reporting data for the school.
- To manage and keep up to date relevant software packages used by the school for the purpose of managing and processing data as well as timetable creation and maintenance.
- The administration and organisation of all aspects of external examinations and vocational awards in accordance with the regulations outlined by the awarding bodies.
- The administration and organisation of all aspects of internal examinations.
- To support senior leaders in the management, analysis and dissemination of student examination data.
- The line manage and oversee training of examination invigilators.

Duties and Responsibilities of the Role:

- Maintenance of interim assessments e.g. data collection, liaising with teaching staff and producing reports
- Maintenance of the database of assessment data e.g. entering data, analysis of data and providing reports.
- Managing the development of report templates, production of student reports and sending home to parents / carers.
- Liaising with Vice Principal Academic and subject leaders to ensure all qualifications offered meet the DfE Performance Measures.
- Managing the use of data analysis software and training new staff in using the assessment and analysis systems.
- Creating and then managing and maintaining timetable processes throughout the academic year, assigning students to whole curriculum structures and ensuring students and staff are issued with up to date timetables.
- To act as a presence around the school, particularly during lesson change over and student social times.
- To develop positive working relationships with students and act as a champion for selected students.

- The setting and management of examination budget
- Organising and maintaining the security and integrity of all public examinations on and off the Academy site.
- Organising the integrity of examination materials including receipt, storage and despatch in a secure manner in accordance with regulations.
- Organising confidential maintenance of materials relating to students, sharing only the information required to external agencies in order for the appropriate examination dispensation to be received.
- To assist senior leaders in the development of examination policies and review as appropriate to ensure compliance.
- Resolving examination clashes in accordance with the regulations and informing individual candidates of the resolution.
- Liaising with relevant staff regarding estimated entries, intention to enter and examination entries.
- Organise the registration/enrolment of all candidates on vocational courses in advance of deadlines.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Organising SEND Provision, including liaising with the SENCO regarding candidates with SEND; applying to awarding bodies for access arrangements for such candidates.
- Liaising with the JCQ and LEA Inspectors during annual “spot check inspection” – ensuring relevant documentation needed for the inspection is available and answering any questions relating to the inspection of the centre.
- Managing the daily running of external examinations; this includes ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special education needs are in place.
- Liaise with the Premises Team with regard to setting up of examinations weekly.
- Ensuring examinations venues are setup in accordance with the JCQ regulations.
- Ensuring all examinations are started, conducted and finished in accordance with the JCQ regulations.
- Ensuring high level controlled assessment are conducted in accordance with the awarding bodies regulations.
- Reporting of any incidents of malpractice to the relevant Awarding Bodies.
- Providing a centre examination timetable to include dates, times, venues and number of candidates.
- Arranging invigilation for all external, internal examinations and controlled assessments, including briefing and training invigilators on examination regulations and Academy policy.
- Collection and dispatching of examination scripts/controlled assessment/portfolios in accordance with the regulations.
- Collection, processing, dispatching of controlled assessment or portfolio work in accordance with relevant awarding body qualification regulations.
- Processing enquiries about results and requests for return of scripts.
- The collection of monies - relating to students re-sit examinations and access to scripts.
- Disseminating information, answer enquiries and dealing with complaints regarding external examinations with staff, students and parent/carers.
- Overseeing and checking and distribution of certificates.
- Produce written guideline for staff and students, ensuring this is communicated effectively; and providing individual examination timetables, notice to candidates and all relevant examination regulations for all candidates entered for examinations.

- The identification of each individual student and verifying the student identity before unlocking on-line examinations.
- The accurate input of vocational results on the awarding bodies' websites.
- Organising the arrangements for internal examination, including the production of the timetable, rooming, access arrangements and invigilation.
- Liaising with all external agencies relating to examinations.
- Keep up-to-date with the requirements of the role, ensuring attendance at appropriate awarding body and other INSET training meetings etc and keep up-to-date with the latest procedures and regulations for controlled assessments external examination and vocational courses.
- Record and submit monthly invigilator hours to the Finance Department.
- To be present and available on the days when results are notified and organise the distribution of results to candidates and staff.
- To support during Lunch duties if needed; First aid training will be given if required.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties

that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	