

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Girls' High School</b>
<b>Department:</b>	<b>Administration</b>
<b>Post:</b>	<b>Examinations Manager &amp; Data Officer</b>
<b>Grade:</b>	<b>9</b>
<b>Accountable to:</b>	<b>Assistant Headteacher</b>
<b>Responsible for:</b>	<b>Exam Invigilators</b>
<b>Purpose of Job</b>	
To effectively manage and deliver the internal and external examinations process for the school.	
<b>Responsibilities</b>	
<b>Before examinations:</b>	
<b>Planning</b>	
<ul style="list-style-type: none"> <li>● Manage and coordinate all aspects of the exams administration process.</li> <li>● Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites).</li> <li>● Manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.</li> <li>● Ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan).</li> <li>● Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.</li> <li>● Support the Special Educational Needs Coordinator (SENCO) in implementing examination access arrangements or reasonable adjustments for eligible candidates (e.g. processing approval applications and requesting modified papers by the published deadlines).</li> <li>● Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.</li> </ul>	
<b>Entries</b>	
<ul style="list-style-type: none"> <li>● Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments.</li> <li>● Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification.</li> </ul>	

- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees.
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates.
- Verify the identity of all young people that are entered for examinations/assessments.
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements.
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

#### **Pre-exams**

- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- Ensure relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

#### **During examinations:**

##### **Exam time**

- Ensure all exam accommodation is prepared in accordance with the requirements.
- Effectively manage and deploy fully trained invigilators to exam rooms according to the requirements.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.

- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

#### **After examinations:**

##### **Results and Post-Results**

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.
- Effectively use internal and external IT systems to access and manage awarding body results information.
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.
- Ensure a successful GCSE and A Level result day operation.

##### **Data:**

- Liaise with members of SLT to devise and maintain a calendar of internal and external examinations and assessments.
- Contribute to the analysis of examination results, GCSE and KS2 when the school is notified, and to inform the relevant SLT members as soon as possible.
- Receive and organise examinations results by electronic means and on paper.
- Set up and administer parents evenings, including inviting parents and scheduling appointments using the online parents evening system.
- Contribute to the school's processes of monitoring, review and evaluation.
- Liaise with the schools appointed external agencies including FFT, SISRA and Pixl Ltd, in the preparation and analysis of statistical data relating to examinations.
- Check DFE statistics and examination results information before publication.
- Stay up to date of changes in assessment data, progress and measures from the DFE and exam boards.
- Assist DATA officers as and when required.

##### **Other duties:**

- Events & Visits Coordinator (EVC); working with trip leaders and the Headteacher (or their nominated representative) to ensure that all trips and visits out of school are well-planned, with proper and thorough assessment of appropriate risks, as set out by the Trust, local authority and other relevant bodies.

- Undertake training, update or review sessions as required.
- Able to lead, recruit, train and manage a team of invigilators.
- Carry out regular training with exams invigilators on all aspects of JCCE requirements, maintain appropriate training records and database.
- Deal with any enquiries from young people (past or present) regarding results, exam entries or historic certificate requests.
- Undertake other duties as may be required by the Headteacher/SLT responsible for examinations, for example: - the preparation for and conduct of internal examinations under external examination conditions - other exams-related administrative tasks.
- Undertake other duties, to assist and support with the day to day running of the school and its activities, such as general office duties, data processing and facilitating school events.
- Coordinate with the cover manager regarding the cover requirements of updating trips, visits and examinations.
- Check DFE statistics and examinations information to publication.

**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and young people and act in a supportive way that helps others and enables them to be open about any issues affecting them.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Examinations Manager</b>	<b>Grade: 9</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Level 5/Degree qualification (or equivalent relevant experience).	Essential	Certificates
Considerable experience of exam entries, exam policies and procedures.	Essential	Application Form
Experience of word processing, spreadsheets, databases, Powerpoint and other computer based systems.	Essential	Application Form
Experience of different educational platforms related to data analysis.	Desirable	Application Form

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Good literacy and numeracy skills.	Application Form
Good IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, young people, parents/carers and members of the public.	Application Form/ Selection Process
Makes an active contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form/ Selection Process
Effectively manages and leads others.	Application Form
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school/ Trust.	Application Form

Consistently performs to the best of their ability in accordance with the school's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process
Resolves issues and problems with minimum disruption to others.	Application Form/ Selection Process
Recognises the importance of continued professional development.	Application Form/ Selection Process
Works with integrity and professionalism.	Application Form/ Selection Process
Flexible approach and adapts to change in a positive manner.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process