

JOB DESCRIPTION

National Online School – Exams & Data Officer

Reporting to:	Vice Principal Academic
Starting Salary:	£34,661 – £37,945 (Salary Band 5)
Location:	National Online School, SW19
Contract and hours:	Term time + 2 weeks (37.5 hours per week)

Job Purpose

The Exams & Data Officer provides high-quality administrative and operational support for examinations, assessment, reporting and pupil performance data across the National Online School (NOS).

Working under the direction of the Vice Principal Academic, the postholder coordinates and administers internal and external examinations, accreditations and assessment processes, ensuring compliance with awarding body, regulatory and school requirements.

The role is also responsible for maintaining accurate pupil assessment, progress and attainment data, coordinating whole-school reporting cycles, and producing high-quality datasets and reports that support leaders in monitoring pupil outcomes and school performance.

As NOS develops and grows, the postholder will maintain knowledge of examination regulations, qualification frameworks and assessment requirements relevant to the jurisdictions and awarding organisations in which the school operates.

The Vice Principal Academic retains strategic responsibility for assessment, examinations and performance analysis. The Exams & Data Officer supports the effective implementation of these functions through accurate administration, coordination, reporting and data management.

Main duties and responsibilities

Examinations, Accreditations and Compliance

Coordinate the administration of all internal and external examinations, assessments and accreditations undertaken by NOS pupils.

Manage examination entries, registrations, timetables, candidate information, results and certification, ensuring deadlines and regulatory requirements are met.

Maintain examination calendars, records and documentation to support compliance with JCQ regulations, awarding body requirements and NOS procedures.

Coordinate examination logistics, including secure handling of confidential materials, invigilation arrangements, online proctoring, access arrangements and contingency planning.

Monitor awarding body communications and examination systems, implementing administrative requirements within agreed timescales.

Support the implementation of new qualifications, examination boards and assessment arrangements as the school develops.

Maintain current knowledge of examination regulations, qualification frameworks and relevant assessment requirements.

Assessment and Data Management

Coordinate the school assessment calendar and scheduled data collection cycles.

Maintain accurate pupil assessment, attainment, progress and examination records within the MIS and other approved systems.

Undertake data validation, quality assurance and reconciliation activities to ensure information is accurate, complete and reliable.

Support curriculum, pastoral and inclusion teams with the effective management and recording of assessment information.

Maintain historical performance data to support longitudinal analysis and reporting.

Ensure all pupil and examination data is managed securely and in accordance with data protection requirements and school policies.

Reporting and Analysis Support

Prepare, extract and quality assure data to support analysis of pupil progress, attainment, engagement and outcomes.

Produce routine reports, datasets, dashboards and summaries for school leaders, supporting school improvement, curriculum review, quality assurance and performance monitoring activities.

Coordinate whole-school assessment and reporting cycles, ensuring reporting deadlines are met and reports are produced and distributed accurately.

Support the preparation of data and reports required for governance, inspection, accreditation, regulatory and external reporting purposes.

Provide accurate and timely management information while ensuring appropriate confidentiality and quality assurance standards are maintained.

Access Arrangements and Inclusion

Work closely with the SENDCO and Inclusion Team to administer examination access arrangements for eligible pupils.

Maintain accurate records and supporting evidence relating to approved access arrangements.

Coordinate applications, submissions and examination arrangements, ensuring pupils receive the support and accommodations to which they are entitled.

Liaise with relevant colleagues to ensure staffing, technology and resources are available to support examination delivery.

Systems and Process Improvement

Develop and maintain a strong working knowledge of the school's MIS, examination platforms, assessment systems, reporting tools and associated technologies.

Maintain guidance, procedures and administrative documentation relating to examination, assessment and data processes.

Identify opportunities to improve data quality, administrative efficiency and operational effectiveness, supporting the implementation of agreed improvements.

Work collaboratively with MIS, IT, SEND, curriculum and pastoral colleagues to ensure systems and processes operate effectively.

Provide first-line support for routine queries relating to examinations, assessment and data systems, escalating issues where appropriate.

General Responsibilities

Maintain the highest standards of accuracy, confidentiality, professionalism and information security.

Develop positive and effective working relationships with pupils, parents/carers, colleagues, awarding bodies, examination authorities and external stakeholders.

Manage competing priorities and deadlines effectively, particularly during examination, assessment, reporting and results periods.

Undertake relevant professional development to maintain current knowledge of examinations, assessment administration, data systems and regulatory requirements.

Demonstrate flexibility and adaptability as NOS develops, supporting new qualifications, curricula, reporting requirements and jurisdictions.

Promote safeguarding, equality, diversity and inclusion and always uphold NOS values.

Since job descriptions cannot be exhaustive, the postholder may be required to undertake other duties which are broadly consistent with the purpose and level of the role.

The postholder is expected to observe and comply with all NOS policies and procedures, including the Code of Conduct, Safeguarding and Child Protection Procedures, Keeping Children Safe in Education, Health and Safety, Data Protection, Equality and Diversity, and all relevant examination and qualification regulations.

PERSON SPECIFICATION

Education and Qualifications

Essential

Numeracy and literacy qualifications at Level 2 or above, or equivalent.

Evidence of relevant professional development in examinations, administration, data management or education.

Desirable

Level 3 qualification (or above) in administration, business, education, data or a related field.

Examination administration, awarding body or regulatory training.

Training or qualifications relating to school MIS, data or reporting systems.

Knowledge and Experience

Essential

Experience working in an administrative, examinations, data or education-related role.

Experience maintaining accurate records and using databases, management information systems (MIS) or other digital platforms.

Experience coordinating processes, managing competing deadlines and producing accurate reports or management information.

Strong understanding of confidentiality, data protection and information security.

Good working knowledge of Microsoft Excel and Microsoft Office applications.

Ability to quickly develop and maintain knowledge of regulations, procedures and administrative requirements.

Desirable

Experience of examinations administration within a school, college or examination centre, including examination entries, access arrangements, results and post-results services.

Knowledge of JCQ regulations, awarding body processes and qualification frameworks.

Experience working with school MIS, assessment systems, data collection cycles and performance reporting.

Experience undertaking data quality assurance and preparing pupil, cohort or whole-school performance information.

Experience working within SEND, alternative provision or online education, with an understanding of the needs of neurodiverse pupils and pupils with SEND.

Knowledge or experience of international examination or qualification frameworks.

Skills and Ability

Excellent organisational skills with the ability to manage competing priorities and meet deadlines.

Exceptional attention to detail and commitment to accuracy.

Strong numerical, analytical and data-handling skills.

Ability to work confidently with spreadsheets, databases and digital systems.

Ability to extract, validate, collate and present information accurately.

Ability to identify discrepancies and resolve data quality issues.

Ability to understand and apply examination regulations, procedures and compliance requirements.

Ability to produce clear, accurate and accessible reports and documentation.

Strong written and verbal communication skills.

Ability to build effective working relationships with colleagues and external stakeholders.

Ability to work independently while recognising when matters require escalation.

Ability to remain calm, organised and effective during periods of high workload.

Proactive approach to continuous improvement and problem-solving.

Other

Commitment to safeguarding and promoting the welfare of children and young people.

Commitment to equality, diversity and inclusion.

Commitment to the values and vision of the National Online School.

August 2026