

## EXAMS AND DATA ASSISTANT

### JOB DESCRIPTION

**Post:** Exams Officer & Data Assistant

**Grade:** Scale 6 to S01 (pending experience) (£35520 to £39276 FTE)

**Hours:** 36 hours per week, 41 weeks (TTO + 3 weeks). Standard hours are 8:00–16:00; flexibility will be required during public examination periods and busy data cycles.

**Responsible to:** Assistant Headteacher for Data, Assessment and Achievement

**Also supports:** Data Manager

#### Main Purpose of the Role

To effectively manage and oversee all examination processes within the secondary school setting, ensuring full compliance with examination regulations and maintaining the integrity of all assessments. The role also includes supporting the wider data function of the school, ensuring accurate and timely input, maintenance, analysis, and reporting of student data to contribute to academic progress and school improvement. The post holder will also provide operational and administrative support to the Data Manager as required.

#### Key Responsibilities

##### Examination Coordination

- Plan, manage, and coordinate all external and internal examinations.
- Produce and publish exam timetables and organise rooming and resource allocations.
- Ensure examination venues are prepared and appropriately equipped.
- Liaise with awarding bodies and maintain up to date knowledge of regulations, deadlines, and procedural updates. -to-date knowledge of regulations, deadlines, and procedural updates.
- Manage exam entries, amendments, and withdrawals, ensuring accuracy and compliance.

##### Invigilator Management

- Recruit, train, supervise, and deploy a team of invigilators.
- Create and maintain invigilation rotas for all exam sessions.
- Ensure invigilators complete annual JCQ-compliant training and maintain accurate records.

##### Data Management and Reporting

- Input, update, and maintain accurate student data within the school's MIS.
- Process and record examination results accurately and efficiently.
- Prepare and produce data reports, analytics, and summaries for staff and leadership.
- Support analysis of trends in examination and assessment data to inform curriculum planning and interventions.
- Support the Data Manager in managing assessment cycles, validating data, checking accuracy, and producing data dashboards.

## **Compliance**

- Ensure all examination processes meet JCQ and awarding body requirements for security and integrity.
- Maintain secure storage for all confidential examination materials.
- Deliver training to staff involved in exam administration to ensure consistency and compliance.
- Support the school during JCQ inspections and implement any required actions.

## **Support and Guidance**

- Provide clear and timely guidance to students, staff, and parents/carers regarding examination procedures, schedules, and expectations.
- Coordinate Access Arrangements in collaboration with SEND staff and ensure they are applied correctly for examinations.
- Assist with queries relating to results, clerical checks, reviews of marking, and script requests.

## **Record Keeping**

- Maintain accurate records of exam entries, results, invigilator training, compliance logs, and examination evidence.
- Ensure secure storage and archiving of examination documentation in line with data protection and JCQ regulations.
- Support the timely submission of required data to Local Authorities and external agencies.

## **Continuous Professional Development**

- Engage in training and professional development to maintain up-to-date knowledge of exam regulations and data management processes.
- Participate in reviews of administrative systems to enhance efficiency.
- Attend local Exams Officer network meetings, awarding body briefings, and relevant training sessions.

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## **Additional Duties**

- Undertake other reasonable tasks as directed by the Line Manager or Senior Leadership Team.
- Carry out responsibilities that are consistent with the general scope and grade of the post.

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## **General**

- This job description outlines the key duties and responsibilities of the role but is not exhaustive. It may be amended to reflect the evolving needs of the school.
- The post holder is expected to work in accordance with all school policies and procedures.

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## **Safeguarding Statement**

The school is committed to safeguarding and promoting the welfare of children and young people. All staff must share this commitment and adhere to the school's safeguarding policies and procedures. An Enhanced DBS check will be required.

## **Person Specification**

### **Essential**

- Experience or knowledge of working within an educational environment, particularly in examinations.
- Strong organisational and time-management skills with excellent attention to detail.
- Ability to work under pressure and meet multiple deadlines.
- Excellent communication and interpersonal skills.
- Proficiency in using data management software, spreadsheets, and databases.
- Ability to handle confidential information in line with GDPR.

### **Desirable**

- Previous experience as an Exams Officer, Data Assistant, or similar role.
- Knowledge of awarding body regulations and JCQ requirements.
- Experience of using school MIS systems (e.g., Arbor, SIMS,).
- Experience supporting Access Arrangements or SEND processes during examinations.
- Ability to analyse, interpret, and present data effectively.