

Exams Officer – Job Description

Reporting to: Headteacher/ Data and Exams Manager
Band/ Scale: OLOL Band 4, SCP 11 - 17
Hours of Work: 30 hours per week, Term Time plus 1 week

Core purpose

To ensure the secure and efficient administration of all external and internal examinations from entry through to results, in compliance with exam board regulations and JCQ requirements.

To manage and analyses student behaviour and attendance data using Arbor, producing accurate and timely reports to inform school improvement, support pastoral interventions, and meet statutory reporting requirements.

To contribute to the Catholic mission of the school by ensuring that the stewardship of data and examinations supports the best outcomes for every student.

Duties, Responsibilities and Key Tasks:

Examinations Management

- Administer the full examinations process, including entries, amendments, candidate numbers, seating, and secure storage of scripts and papers.
- Ensure compliance with JCQ and awarding body requirements, maintaining the highest levels of confidentiality and integrity.
- Recruit, train, and deploy a team of exam invigilators; oversee timesheets and payroll information.
- Liaise with SENCO/Inclusion Manager to implement access arrangements and special considerations.
- Organise exam timetables, resolve clashes, and provide clear communication to staff, students, and parents.
- Manage the secure receipt, storage, and despatch of exam materials; oversee results days and certificate distribution.
- Process enquiries, re-marks, script requests, and appeals within regulatory deadlines.
- Produce and analyse exam entry and results data for SLT, governors, Trust, Diocese, and external bodies.
- Support budget management for exam fees, including tracking of costs for resits and external candidates.

Student Data (Behaviour and Attendance)

- Maintain, monitor, and analyse behaviour and attendance data within Arbor MIS.
- Produce regular reports for Achievement Leaders, House Leaders, SLT, governors, and external stakeholders, highlighting trends and areas requiring intervention.

- Ensure accuracy, integrity, and confidentiality of all behaviour and attendance records in line with GDPR.
- Support pastoral and safeguarding teams by providing timely data for early intervention and casework.
- Assist in preparing data for statutory returns (e.g. census, DfE, LA, Trust).
- Provide training and support for staff in the effective use of data systems for attendance and behaviour.

General

- Ensure GDPR compliance across all aspects of exams and data management.
- Work with IT services to ensure secure systems for the transfer of exam and student data.
- Contribute to whole-school contingency planning for examinations and data functions.
- Attend results days and other key events as required, ensuring smooth communication with staff, students, and parents.
- Promote and safeguard the welfare of children and young people.
- Comply with school policies on safeguarding, health and safety, GDPR, and equality.
- Contribute to the mission of the school and the Trust, supporting the spiritual and academic development of students.
- Participate in professional development to keep up to date with examination regulations and data management practices.
- Undertake any other reasonable duties aligned with the role, as directed by the Headteacher or SLT.

Skills and Abilities

- Work independently and manage competing deadlines.
- Solve problems methodically and efficiently.
- Demonstrate high-level ICT competence (Excel, Arbor/SIMS or similar MIS, reporting tools).
- Communicate clearly in writing and verbally to a range of audiences.
- Pay close attention to detail in all data handling.
- Maintain confidentiality and discretion at all times.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. 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.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	<ul style="list-style-type: none"> A-level standard of education (including GCSE English and Maths). Advanced ICT skills, particularly Excel and MIS reporting functions (Arbor/SIMS or equivalent). Evidence of ongoing CPD in data analysis and reporting. 	<ul style="list-style-type: none"> Degree-level qualification or equivalent professional experience. Specific training or certification in data management, analysis, or information systems. Training in safeguarding or GDPR/data protection. 	Interview/ Application form
Experience	<ul style="list-style-type: none"> Minimum two years' administration experience in a secondary school. Experience of exam entry and administration processes. Experience of managing and analysing data, ideally within attendance and/or behaviour. Experience of producing reports for senior leaders or governors. 	<ul style="list-style-type: none"> Prior use of Arbor MIS (or similar) at advanced level. Experience of preparing statutory returns (e.g. school census). Experience of training staff in data use and reporting. Experience of working with governors or external agencies on data reports. 	Application Form/Interview
Skills	<ul style="list-style-type: none"> Excellent organisational and time-management skills. Strong analytical skills, with the ability to present complex data clearly. Excellent communication skills – written, verbal, and presentational. 	<ul style="list-style-type: none"> Ability to use advanced reporting tools (e.g. Power BI, Tableau, Arbor Analytics). Ability to train or coach staff in the effective use of MIS or exam procedures. Strong presentation skills, including preparing reports and visuals for governors and external agencies. 	Application Form / Task
Knowledge	<ul style="list-style-type: none"> Thorough understanding of JCQ and awarding body regulations. Knowledge of GDPR and data protection requirements. Understanding of how behaviour and attendance data inform whole-school improvement and pastoral intervention. 	<ul style="list-style-type: none"> Knowledge of Ofsted and DfE requirements in relation to behaviour and attendance data. Awareness of Catholic school inspection (CSI) reporting requirements, particularly regarding outcomes data. Knowledge of effective risk management and contingency planning in exams and data systems. 	Application form/Interview

Management	<ul style="list-style-type: none"> • Ability to recruit, train and deploy a team of invigilators effectively. • Experience of supervising colleagues and ensuring compliance with school and statutory procedures. • Ability to prioritise and delegate tasks in periods of high pressure (e.g. exam seasons). • Demonstrated ability to maintain confidentiality and integrity when managing sensitive processes and information. 	<ul style="list-style-type: none"> • Experience of line-managing staff within a school setting. • Experience of leading training sessions for staff on systems or procedures (e.g. data, exams, invigilation). • Experience of contributing to or monitoring budgets. 	Interview
Aptitude and Personal qualities	<ul style="list-style-type: none"> • High-level attention to detail and accuracy. • Ability to work flexibly under pressure and meet tight deadlines. • Commitment to teamwork and collaboration. • Strong personal integrity, with the ability to maintain confidentiality at all times. • Commitment to safeguarding and promoting the welfare of children. • Supportive of the Catholic ethos and mission of the school. 	<ul style="list-style-type: none"> • Commitment to professional development in data management and examinations practice. • Ability to remain calm and resilient under pressure during peak exam and reporting seasons. • A proactive approach to problem-solving and improving systems. 	Interview