

## Job Description

<b>Job Title:</b>	Exams & Data Officer
<b>Date last reviewed:</b>	March 2026
<b>Grade of post:</b>	GRADE 9
<b>Location:</b>	Meadowbrook College
<b>Line Manager:</b>	The Headteacher/School Business Manager
<b>Disclosure Level:</b>	Enhanced DBS

### JOB PURPOSE

- To ensure all examinations are managed and administered effectively to support the main aims and priorities of the school
- To assist in producing and checking data reports for SLT, Base and Team Leaders for whole-school data tracking and informing intervention

### OBJECTIVES

To be accountable for:

- The management and administration of all external and internal examinations.
- Ensuring that public examinations are conducted in line with regulations.
- Identifying and assisting with the training and development needs of the school in relation to examinations.
- Supporting the SLT in the production of reports and data summaries as requested.

### MAIN DUTIES EXAMS

- Responsibility for ensuring that all appropriate examination entries are made in a timely manner
- Act as the coordinator between the Examination Boards and the school.
- To maintain and develop appropriate policies, processes and procedures for the efficient and cost effective administration of exams and assessments
- Sort examination papers as they arrive and be responsible for their secure storage
- Plan for all examinations in terms of staffing, including invigilation, rooming, access arrangements.
- To manage all aspects of invigilation including training and briefing of all invigilators.
- To oversee the proper management of the rooms used for examinations.
- Liaise with AHT (Teaching, Learning & Assessment) and SENDCO in relation to examinations including controlled assessments and access arrangements.

- Organise the communication and distribution of examination results.
- Keep abreast of changes to any examination requirements as laid down by JCQ and examination boards
- Ensure SLT, Base and Team leaders are made aware of examination and exam board requirements
- Prepare accordingly for any Exam Centre visits and / or reviews
- Advise and assist SLT with regards to any examination malpractice
- To process and publish results for candidates on the day that they are published to schools
- To check certificates and arrange distribution to students.

### **MAIN DUTIES DATA**

- To be primarily responsible for the accuracy of data and maintenance of the school's information management system e.g. Bromcom
- To produce data and reports for SLT to support tracking and school improvement.
- Attend any relevant training or support meetings as determined by Line Manager to assist role
- Gather data from different sources and manipulate data on google sheets
- Carry out checks on data reports, as directed by SLT to ensure accuracy
- To be responsible for the accurate completion of the school census.

### **Support for the School:**

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

### **Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and proactive health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;

- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

### **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*Meadowbrook College and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*