

Harrow High School

Examination and Data Assistant: Job Description



Job Title: Examination and Data Assistant

Responsible to: Examination Officer and Data Manager

Salary: Grade H5

Hours: 36 hours per week Monday – Friday

Term Time only, plus 10 days over the Summer Break including results days. 10 days leave in lieu can be taken during term time for the Summer Days.

Purpose of the Job

The Examination and Data Assistant will support the administration of public and internal exams and exam invigilation, overseeing all examination entries and ensuring all JCQ regulations are fulfilled. Additionally, support the Examination Officer and Data Manager with the administration of collecting and interpreting data.

Main Duties & Responsibilities

1. Examination Administration

- Set up Arbor Examinations modules with all syllabuses and candidates for the current exam season
- Collect exams entries and liaise with HODs to ensure exam entries are made by the deadline and submit student exam entries to the Examination Boards using EDI/A2C by deadline
- Compilation and input of any external candidates
- Allocate candidate numbers & UCI's and sort out student queries as appropriate
- Keep up to date with exam syllabuses and specifications
- Compile exam timetables for individual students and overall exam timetable for School notice boards, and for rooming/invigilation purposes
- Organising seating plans for all external exams and any ad hoc internal examinations.
- Deal with queries from exam boards on entries, student and staff details
- Making alternative arrangements for learner exam clashes, liaising with other schools for dual registration students.
- Secure transfer of exam papers, answer books, attendance lists and other equipment to exam rooms, complying with JCQ requirements, check and pack exam papers and attendance lists, arranging collection, ensuring presence on exam times for secure locking.

- Complete and send off special consideration requests
- In liaison with Head of Exams/ExamsManager, organise timetabling, rooming, invigilation etc. for internal exams, baseline tests, external exams and any controlled assessments using Google suite products and Arbor MIS.
- Submit coursework marks, internal results to external awarding bodies adhering to board deadlines liaising with Heads of subjects.
- Organise receipt of exam results/certificates in hard copy form and by email using MIS/google and organise collation of individual results and distribute to students and sort out any queries on results
- Administer any appeals, remark applications, decline on grades, late requests for claiming grade, access to scripts requests and collect any associated fees
- Application/processing of JCQ Access arrangements for examinations, working with Exams Manager and SENCO in making exam access arrangements.
- Complying with all required JCQ and Harrow High School mandatory training.
- Nominated to cover Examinations Manager/Officer absence.

2. Support and enhance the target setting, tracking and intervention processes

- Support setting up and manage student data tracking systems to enable all staff to monitor student performance using MIS, and Google Sheets.
- Gather, store and maintain prior attainment data for all students.
- Organise baseline maths and english testing for all new and mid-term students, liaising with staff to collect scores and setting targets, creating new candidate numbers.

3. Undertake statistical data analyses of Key Stage 3 – Key Stage 5 teacher assessments and terminal examinations

- Provide other data analyses, as requested by LM in a format that is easily accessible using assorted software tools to manipulate large and complex data sets to extract relevant information, particularly through use of Google Sheets, SISRA, ALPS and FFT.
- Setting up staff/maintaining lists for various data management sites.

4. Manage the Assessment/ reporting cycle

- Supporting the administrative school's reporting cycle in a timely manner and in accordance with the school's assessment calendar; ensuring deadlines are met; chasing for data and ensuring that student reports are produced efficiently and with high quality for distribution to parents.
- Support LM in the creation/maintenance of template report documents for each year group as per assessment calendar. Support LM to create and maintain corresponding mark sheets from the assessment templates for use with school teaching and pastoral groups per term.

5. Additional Duties

- A responsibility to promote and safeguard the welfare of children in line with the school's Safeguarding and Child Protection Policy
- Undertake general administrative tasks, when required by members of the leadership team.
- Supervise learners at break time, and in corridors during changeovers
- To undertake duties as specified by the Headteacher not mentioned in the above
- To comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in the job description.
- To undertake first aid training.
- To be trained to cover, when necessary, on reception, in reprographics among others.

Harrow High School is committed to safeguarding and promoting the welfare of children and young people. All staff employed by us must share the school's commitment to safeguarding and promoting the welfare of children and young people. This post-holder will be subject to clearance enhanced disclosure by the Disclosure and Barring Service.