

Post Title	Examinations Officer / Data Manager		
Post Ref No.			
Responsible To	Senior Assistant Headteacher		
Grade	Grade 9		
Contracted Hrs.	37 Hours per week	*Term Time/Full Year	Term time (38 weeks + 2)
Place of Work	The Whitehaven Academy		

Purpose	<ul style="list-style-type: none"> To be responsible for the management of the school's management information system and for the organisation of data and production of data reports. To take responsibility for the administration, organisation and management of all external and internal examinations.
Organisational	<ul style="list-style-type: none"> The input and management of data for students, including: options; class lists; all marksheets; key group information. Perform set up tasks for each academic year; and to manage the transition from one academic year to the next and the smooth transfer of data between key aspects of the school's management information system (e.g. Timetable; Assessment Manager; Lesson Monitor) Maintain staff and student timetables throughout the academic year. To ensure Assessment, Exams and Course Manager database content are managed accurately. To support the management of the school's assessment and progress tracking system including the capture of grades from teaching staff and to support the population of the trusts central data analysis tool. To support the Senior Leadership Team in developing and maintaining a consistent approach to subject reporting across the whole school. To ensure that all annual student admission groups and in-year student transfers have relevant information (for example; SEN status, eligibility for Free School Meals and Pupil Premium and FFT targets). Ensure that the School Census, as required by the DfE, is accurate and submitted on time including the Post 16 learning aims or programmes of study submitted with the October census return. To maintain oversight of the systems and processes used in reporting to parents, including the building of relevant marksheets to support the reporting process To ensure that all reports are sent out to parents; as well as being linked to the database for staff access.

Organisational (cont.....)	<ul style="list-style-type: none"> • To maintain effective communication with exam board personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines. • To liaise with Curriculum Leaders (CLs) with regards to the relevant exam boards and syllabuses studied to examination level. To establish the number of entries at each tier and to process entries and coursework marks and submitting entries so that exam boards receive correct student entries on time. • Responsible for operating cost effectively within an examination budget. Responsible for managing budget expenditure. • The publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes. • Management of the conduct of all examinations ensuring that they meet with the regulations and policies in place to meet JCQ requirements and to ensure that exam board deadlines are met for all aspects of exam work. • To liaise and book invigilators for forthcoming exams including ensuring up to date training, DBS checks in place. • To liaise with Site Management and Lettings Assistant regarding exam venues and seating requirements. • Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines. • Submit applications for Access Arrangements and Modified Papers for students with special educational or medical needs in consultation with the SENCO, external support agencies and Student Managers. Maintain appropriate 'evidence' files and online databases in accordance with JCQ Rules and Regulations. • Submit applications, where appropriate, for 'Special Consideration' liaising with staff, students and parents/carers. • To liaise with the Headteacher, Curriculum Leaders and students regarding Post Results Services. Make appropriate applications on students' behalf and receive, in advance of the application, examination board fees from students and parents/carers. • Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations. • Preparation and organisation of examination materials, including managing the secure storage of examination papers. • Managing the checking and distribution of examination results and certificates. • To make arrangements for all internal examinations including timetabling, rooming and invigilation.
Administration	<ul style="list-style-type: none"> • To provide administrative and other support as required, under the direction of the Admin Team Leader. • Manage manual and computerised record & information systems • Analyse and evaluate data and information and produce reports/information/data as required • Undertake typing and complex IT based tasks as necessary • Provide personal, administrative and organisational support to other staff • Complete and submit exam forms, returns etc., including those to outside agencies e.g. exam boards. • Undertake the administration of payroll systems (timesheets).

Resources	<ul style="list-style-type: none"> • Operate relevant equipment and ICT packages • Provide advice and guidance to staff, students and parents • Undertake research and obtain information to inform decisions in relation to subjects, exams and the curriculum. • Liaise with staff in respect of school facilities • Manage expenditure within an agreed budget • Utilise invigilation resources with the aim of gaining maximum benefit and outcomes to the students.
General	<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals • Attendance at Staff Briefings, Staff Meetings etc where appropriate. • Participate in training and other learning activities and performance development as required • Other duties as required in support of the school within the scope of this post. • Share expertise and skills with others. • Recognise own strengths and areas of expertise and use these to advise and support others.

	Essential	Desirable
Qualifications/Training (Competencies)	<ul style="list-style-type: none"> • Candidates will hold appropriate academic qualifications, at least 5 A*-C GCSEs (including English & Maths) or equivalent, or be able to demonstrate competency through proven experience in a similar role. • Candidates will hold appropriate ICT qualifications or good keyboard skills or be able to demonstrate competency through proven experience in a similar role. 	
Relevant Experience & Skills	<ul style="list-style-type: none"> • Candidates will have relevant experience in a similar environment or appropriate qualifications. • Candidates will have demonstrable understanding of database technology. • Candidates will be well-organised and capable of working on their own initiative to a high level of accuracy and presentation. • Excellent prioritisation and time-management skills and the ability to work effectively and efficiently within set deadlines and timescales. • To be very responsive to the school's and the students' requirements and be able to manage workloads and timescales accordingly. • Extensive experience of MS Word & Excel (to at least MSOffice 2003) is essential. • Candidates should have excellent inter-personal skills and be able to communicate effectively with a wide range of people. 	<ul style="list-style-type: none"> • Proven experience of working in an educational establishment • A qualification in MS Office or similar packages will be an advantage. • Good working knowledge of the assessment and reporting modules within SIMS.net e.g. Assessment Manager, Profiles. • Good working knowledge of SIMS reports. • Significant experience of assessment, recording and reporting in an educational environment. • Experience of NOVAT.

ADDITIONAL INFORMATION	<ul style="list-style-type: none"> Occasional attendance at meeting outside of normal hours. It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. All external appointments are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>