

**Ernest Bevin College**

**Job Description**



**Data and Exams Officer**

<b>Title:</b> Data & Exams Officer	<b>Salary Scale:</b> Scale 5 Point 12-15 Full-time TTO + 2 weeks (41 weeks a year)
<b>Supported by and reporting to:</b> Assistant Principal	<b>Assisted By:</b> Teaching and non-teaching staff

Providing high quality data and exams management for our Southwest London based College that educates secondary and sixth form students.

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"><li>• Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries</li><li>• Have regard to the need to safeguard students' well-being, in accordance with statutory provisions</li><li>• Show tolerance of and respect for the rights of others</li><li>• Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li><li>• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law</li><li>• Have a proper and professional regard for the ethos, policies and practice of the college, and maintain high standards in their own attendance and punctuality</li><li>• Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities</li></ul>
<b>Main Responsibilities</b>	<p><b><u>Examinations</u></b></p> <ul style="list-style-type: none"><li>• Focus on the summer exams and mock exams during the year is to be responsible for the efficient and effective running of all internal and external examinations within for the school, including liaising with staff, pupils, invigilators and examination boards.</li><li>• Ensure the smooth running and integrity of all systems and procedures related to public examinations, including the management of the examinations budget</li><li>• Be the front-line interface between all staff and students for the smooth running and administration of all examinations</li></ul>

	<ul style="list-style-type: none"><li>• To ensure that all aspects of the day-to-day organisation of the examination boards requirements are fully complied with to enable the centre to maintain its examination status</li><li>• To keep abreast of developments in education and the corresponding changes in qualifications and assessment</li><li>• To provide training to individuals that carry out invigilation, ensuring that the Joint Council's 'Instructions for the Conduct of Examinations' is followed at all times</li><li>• To liaise with the premises team to ensure that facilities for students undertaking examinations are of the highest possible standard and in line with requirements</li><li>• To ensure equipment and resources are stocked and quality adequately checked to be of a high standard e.g. exams table free of graffiti</li><li>• To liaise with Awarding Bodies to ensure that students receive any special consideration, providing allowances for prevailing circumstances</li><li>• To ensure that Examination Boards/authorities are made aware of any special requirements for students/school and that appropriate provision is made</li><li>• To make appropriate timetabling and room arrangements, ensuring minimal impact on teaching and learning</li><li>• To create and distribute examination, rooming and invigilation timetables to students and staff</li><li>• To manage the electronic download of results for all examination seasons and manage the process of distribution to students</li><li>• To keep accurate records of examination penalty fees and arrange reimbursement from curriculum areas and students themselves, where appropriate</li><li>• To oversee the implementation and maintenance of the EMA scheme, ensuring that DCSF guidelines are followed</li><li>• To input and analyse data using relevant examinations software.</li><li>• To liaise with teaching staff on student choice of entry to internal and public examinations and support option selection events</li><li>• To liaise with Examination Boards in respect of the administration of entries, coursework requirements, the conduct of examinations and examination results</li><li>• To be responsible for the safekeeping and confidentiality of exam papers and completed examination work</li><li>• To ensure that the accuracy of information provided to Exam Boards for examination entries, ensuring that students are aware of the Exam Boards requirements regarding their conduct whilst sitting examinations</li></ul>
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- To ensure that students and parents understand the procedure in respect of appeals and results enquiries
- To seek to find suitable solutions to issues/problems raised by teachers, students/parents relating to examinations
- To monitor the quality of invigilators by visiting exam rooms on a regular basis in order to ensure that our students undertake their exams in an appropriate environment of calm and regulation. Take appropriate line management action where invigilator performance is unsatisfactory
- Provide statistical information regarding examination entries/results as required, including analysis where necessary
- To be familiar with necessary IT software relevant to the post
- Line management and 'Senior Invigilator' point of call for Invigilators' queries
- Manage the timesheets of invigilators, ensuring accuracy and timely submission for payment
- Produce all materials related to examinations including examination papers
- To populate the exams calendar with key examination dates and deadlines

**Data**

- To support Data Manager on data input, output and data integrity within the College's MIS system; including attendance data, reporting, staff details; support of data required by exam officer; Census returns; admissions/leavers, exclusion, timetabling, student details, parent details, assessment records and systems; Special Education Needs, free school meals and timetabling
- Work closely with the Assistant Principal to process student data to provide statistical reports and analysis
- Ensure all school-based Student assessment data is up to date and produce reports as necessary
- To populate pre-planned data sheets, save data and ensure an accurate back up process is secure
- Provide comparisons of school, subject, student group, and individual student assessment, trial and formal examination performance against corresponding relevant data
- Be comfortable using assorted software tools to manipulate large and complex data sets to extract relevant information, through use of relevant software such as Excel/MIS
- Provide other data and analysis, as requested by teaching staff and Senior Leaders in a format that is easily accessible

	<ul style="list-style-type: none"> <li>• Design report templates that reflect the College priorities to ensure that all stakeholders are communicated effectively regarding academic progress and other key information e.g. attendance</li> <li>• To support the options process by providing leaders with relevant analysis</li> <li>• Support the creation of the timetable with the Curriculum leads</li> <li>• Provide timetable models for the options process in conjunction with Curriculum leads</li> <li>• To work collaboratively as a member of the Business Support Team</li> <li>• To be willing to undertake appropriate training in line with contractual duties</li> </ul>
<b>Other responsibilities</b>	<ul style="list-style-type: none"> <li>• To undertake exam invigilation duties</li> <li>• To be flexible in regard to working hours. There will be a requirement for the post holder to be available in August when results are due</li> <li>• Attend and support out of hours' College events e.g., summer fair, parents' evenings</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Safeguarding To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.</li> </ul>

Work Hours – 36 hours PW, Monday to Friday. In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

**2022**

**Ernest Bevin College  
Person Specification**



**Data and Exams Officer**

<b>Title:</b> Data and Exams Officer	<b>Salary Scale:</b> : Scale 5 Pt 12-15 Full-time TTO + 2 weeks (41 weeks a year)
<b>Supported by and reporting to:</b>	<b>Assisted By:</b> Teaching and non-teaching staff

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good GCSE standard of education, including English and Mathematics (i.e. Grade C/5 and above)</li> <li>• A-Level or Level 3 equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A degree (or equivalent)</li> <li>• Evidence of further professional studies</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school or with young people</li> <li>• Experience of working in a role supporting the learning and development of students</li> <li>• Strong IT and written skills and ability to analyse and manipulate data</li> <li>• Strong time-keeping and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with school Data and Exam information</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to exploit opportunities for success and remove barriers to achievement for students and staff</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to work constructively as part of a team</li> <li>• Able to be positive and enthusiastic and sympathetic to the needs of others</li> <li>• To have a positive attitude to personal development and training</li> <li>• Ability to meet deadlines and use initiative</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to communicate clearly and excellent interpersonal skills with adults and young people</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding procedures</li> <li>• Excellent ICT and administration skills</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of statutory educational frameworks, including Safeguarding and the SEN Code of Practice</li> </ul>
<b>PERSONAL QUALITIES AND CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Commitment to own learning and development.</li> <li>• Ability to maintain good working relationships and play appropriate roles within the team</li> <li>• Energy, enthusiasm and stamina.</li> <li>• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies.</li> <li>• Confidence in working with staff to develop and embed effective learning skills.</li> <li>• Demonstrate commitment to providing exciting, challenging, innovative and inspirational learning opportunities.</li> <li>• A commitment to the promotion of equality of opportunity.</li> <li>• A commitment to abide by and promote the college's Safeguarding Equal Opportunities, Health and Safety, Child Protection Policies.</li> <li>• Awareness of responsibility towards the safeguarding of students.</li> <li>• The post-holder will require an enhanced DBS check.</li> </ul>	