



EXAMS AND DATA OFFICER JOB DESCRIPTION

School Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

Responsible to: Headteacher, Deputy Headteacher, Senior Leadership Team and School Business Manager.

Salary Range: Grade G SCP 20-25
Full Time (36 hrs per week) Term Time plus 3 weeks

Job Purpose

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

Under the direction of the Headteacher and Senior Leadership Team manage the school's Internal and external exams process for years 7 to 13. Co-ordinate the collection and storage of assessment and tracking data, production of pupil reports and progress reviews. As the point of contact for Assessment and course manager in SIMS (or other MIS Systems) this role also includes the co-ordination of the school Census.

Main Duties

Exams

- Manage the examination year including timetabling submission of all entries, applications for special consideration together with the collation and analysis of results for both internal and external publication.
- Disseminate information from awarding bodies to relevant staff including keeping them fully updated on all dates, changes in examination procedures etc.

- Working in conjunction with the SEND team be responsible for the access arrangements of examinations for pupils.
- Prepare and communicate a centre and candidate timetable to include dates, times venues and number of candidates.
- To recruit, train and manage a team of invigilators ensuring exam guidance and practices are adhered to.
- Responsible for the reporting of all malpractice incidents and the completion of written reports where necessary.
- Ensure the timely distribution of all results to pupils, dealing with queries, where appropriate, from pupils, staff and parents.
- Co-ordinate the checking and distribution of certificate for all pupils.

Data

- Under the direction of senior leaders manage and maintain the school's assessment, reporting and progress tracking system including the collection and storage of assessment and tracking data, production of pupil reports and progress reviews.
- To provide the first point of contact for teachers requesting guidance and assistance in the use of Assessment Manager and Course Manager in SIMS (or other MIS systems).
- Import assessment and tracking data to maintain up-to-date and accurate data-set for all pupils within the SIMS environment including KS2/KS3/CAT/Pupil Premium data
- Liaise with and advise Senior Management and Curriculum Leaders in relation to altering Marksheets to suit their subject and grading levels including adding additional tracking aspects and reports
- To liaise with school leaders responsible for key groups creating and maintaining effective data tracking and progress analysis information
- Created Report and Progress templates for all years as part of the reporting cycle to parents and maintaining the data as directed by senior leaders.
- Ensure the assessment Manager process is complete and quality assured before the deadline for reports to parents.
- Produce summary reports following progress reviews, disseminating relevant information to Progress and Curriculum leaders
- Accurately collate the information for completion of the Census and Quality Assure the accuracy of Post 16 census to ensure data is recorded correctly and securely into the SIMS system and uploaded to external partners when needed following approval from the Headteacher and SLT.

Summary of other aspects of the Exams and Data role

Willingness to take part in relevant in-service training and train others in area of SIMS (or other MIS systems).

Under the direction of SLT update and amend SIMS (or other MIS systems) for room and timetable changes.

To be part of the wider pastoral support team for our pupils including where necessary supporting the wider Pastoral team when required.

To support the policies, procedures and processes laid down in the Staff code of conduct and staff handbook and as directed by the Governing Body and the Senior Leadership Team of the school.

General

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future when other reasonably similar duties maybe allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

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| Prepared by: | Ms L Heaton |
| Designation | Business Manager |
| Date | September 2024 |

EXAMS AND DATA OFFICER

Applicants must meet all the essential requirements of this post.

They must demonstrate that they have experience together with the skills, knowledge and understanding needed to be a successful Exams and Data Officer at Maricourt Catholic High School. This will be assessed as shown in the table below:

| Essential | Assessed Through |
|---|---------------------------------|
| A strong administrative background with the ability to multi-task, have high levels of accuracy and high attention to detail. | Application/Interview/Reference |
| Experience of working in an Examinations Department in the education sector | Application/Interview/Reference |
| Knowledge and understanding of the external examinations process in accordance with awarding bodies regulations. | Application/Interview/Reference |
| Experience of using SIMS and/or other MIS systems for reporting, assessment and data tracking. | Application/Interview/Reference |
| Experience of prioritising own workload, working under pressure and to strict deadlines & guidelines | Application/Interview/Reference |
| Good organisational, communication and negotiation skills | Application/Interview/Reference |
| Approachable but professional manner with excellent interpersonal skills | Application/Interview/Reference |
| Able to work as part of a busy team or under own initiative with minimal supervision | Application/Interview/Reference |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post. | Application/Interview/Reference |
| Desirable | Assessed Through |
| Effective communication skills both written and oral. | Application/Reference |

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| Ability to plan, prioritise and manage time well. | Application/Interview/Reference |
| Experience of supervising a team. | Application/Interview/Reference |
| Committed and practising Catholic | Application/Interview/Reference |