



PRESFIELD HIGH SCHOOL

Examinations/Data Officer

Permanent

Salary: Grade F

Job Title:	Examinations/Data Officer
Grade:	Grade F
Hours:	15 hours per week (term time plus 2 weeks - to include exam results days for both GCSE and A Levels)
School:	Presfield High School
Responsible to:	Head teacher
Principal responsibility:	To effectively manage the development and co-ordination of efficient procedures relating to all aspects of both internal tests and external examinations related to GCSE, AS, A2 and key skills, adhering to the Joint Council for Qualifications (JCQ) rules.

MAIN DUTIES

Administration

- Produce the annual examinations plan including deadline dates and distribute to staff in order to determine issues related to invigilation study leave and general centre planning.
- Collate examination entry information and despatch to awarding bodies.
- Produce pre-examination protocol communications for pupils and staff.
- Responsible for the reporting of all malpractice incidents and the completion of written reports where necessary.
- Issue pupils with entry slips and make any necessary corrections.
- To assist with the production of the daily cover in school including sourcing supply agencies
- To support the collection of student data at data collection points throughout the school year
- To assist with the production of school reports
- To support the organisation of parents evening
- To provide end of day cover in the School Office

Organisation

- 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.
- Liaise with senior staff to organise all required examination rooms.
- Disseminate information from awarding bodies to relevant staff including keeping them fully updated on all dates, changes in examination procedures etc.
- Ensure the timely start and finish of each and all examinations being alert to staggered timings.
- Receive the results from the awarding bodies and maintain all examination related data in computerised and/or manual tracking systems.
- Ensure the timely distribution of all results to pupils, dealing with queries, where appropriate, from pupils, staff and parents.
- Ensure all necessary certification is dealt with in the timescales set by the examination boards and implemented by the centre.
- Deal with awarding body inspector questions during visits to examination rooms.
- Responsible for the arrangements of examinations for pupils with access needs
- Responsible for the handling of any malpractice in the examination room.
- Assist with pupil first aid/welfare duties as required.

Resources

- Responsible for the security of all examination papers and materials in accordance with Joint Council for Qualifications (JCQ) rules.
- Create, develop and publicise examination procedures for staff.
- Prepare and undertake training for all invigilators.
- Keep up-to-date with examination requirements, including the development of computer systems that meet the needs of the public examination system.
- Prepare and check pupil examination fees and all charges from each examination board.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the school ethos, aims and development/improvement plan.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Work as part of a team, appreciating and supporting the role of other people in the team.

- Attend and participate in meetings as required.
 - Participate in training activities as required.
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General

- To understand the needs of pupils with ASC and how this can impact on their educational needs.
- To assist the Headteacher in establishing a positive school ethos to ensure that the school is an inclusive learning community.
- To provide leadership and give practical support and encouragement to teaching and non-teaching staff and provide assistance to staff seeking clarification of difficult issues.
- To understand and know how to use local comparative and school data to set clear targets for children's achievement.
- To understand how children's learning is affected by their physical, intellectual, emotional and social development.
- To undertake any professional duty which may be delegated by the Headteacher.

This job description is a representative document. Other reasonably similar duties may be 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 Council.

We are committed to promoting the safeguarding and welfare of children and Young People and expect all staff and volunteers to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

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.

Due to the nature of the work involved, this post is "exempt" from the provision of the Rehabilitation of Offenders Act 1974 by virtue of the ROA 1974 (Exceptions) (Amendment) Order 1986

SEFTON METROPOLITAN BOROUGH COUNCIL

PRESFIELD HIGH SCHOOL

PERSON SPECIFICATION

Post: Examinations/Data Officer (Grade F)

	Essential (E) or Desirable (D)
Skills <ul style="list-style-type: none">• Ability to work effectively within a team environment• Ability to build effective working relationships with all students and colleagues• Ability to promote a positive ethos and role model positive attributes• Good personal numeracy and literacy skills	E E E E
Knowledge and Understanding <ul style="list-style-type: none">• General awareness of inclusion, especially within a school setting• Effective use of ICT to support learning• Awareness of ASC and associated conditions• Experience in a similar role	D D D D
Qualifications and Training <ul style="list-style-type: none">• Willingness to participate in relevant training and development opportunities• Training in special educational needs strategies• Maths and English GCSE/Level 2 or equivalent• NVQ Level 3 in Administration or equivalent qualification or experience	E D E E
Professional Values and Practice <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none">• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements• Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners• Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice• Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning• Able to improve their own practice through observations, evaluation and discussion with colleagues.• High level of care and pastoral support including understanding of safeguarding.• Commitment to making a greater difference to students learning and progress that they make	E E E E E E E
Other <ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children and young people• Ability to contribute to Safeguarding and promoting the welfare of children and young people• Satisfactory Enhanced Disclosure and Barring Services Check (DBS) including barred list check	E E E

