



Job Description/Person Specification
Exam and Data Assessment Officer

Job Description

Job Title:	Examinations and Data Assessment Officer
Pay Grade / Scale / Range:	SCP 29-31 See advert for actual salary.
Benefits & Perks:	TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme, Health Scheme
Working hours:	36 hours 40 minutes per week – Term Time only plus 5 days
Location:	Initially at New Bridge School, Roman Road, Hollinwood
Staff responsible to:	Executive Headteacher – New Bridge School
Staff responsible for:	Personnel associated with the examinations process and data assessment
Probationary period:	26 weeks for new employees to New Bridge MAT

New Bridge School

Examinations and Data Assessment Officer

Job Purpose

- Responsible for the organisation and smooth running of both internal and external examinations across the New Bridge School sites (New Bridge School, New Bridge College and New Bridge Learning Centre. The role also involves providing this support to small sites within the New Bridge MAT in line with their curriculum offer.
- Act as the primary liaison for New Bridge School and external examination bodies.
- Be familiar with the requirements and regulations placed on New Bridge School by both awarding bodies and the Joint Council for Qualifications (JCQ), and ensure that the school is compliant with these before, during, and after examination periods.
- Support the collation of Key Stage 3/4/5 statutory assessment data.
- To work examination week in August and prepare examination results, certificates and handing out to students and support any appeals process.
- To support the school business leader (SBL), the senior leadership team (SLT), and curriculum leads (CL) and teachers with data and assessment.

Key Tasks

Planning and organisation

1. To maintain and develop systems to manage and coordinate all aspects of the exams administration process.
2. To understand and ensure compliance with the regulations and requirements of all internal and external examinations held by New Bridge School (lower school site) as the exam centre.
3. To comply with all JCQ and awarding body regulations and keep up to date with any changes to these.
4. To be responsible for managing the safe and secure receipt, checking and storing of all assessment, examination papers and materials.
5. To contribute to development and review of assessment/examination-related policies.
6. To work with the nominated person from New Bridge School to ensure appropriate access arrangements and reasonable adjustments for students.
7. To be responsible for ensuring the registration of candidates for all assessments/examinations.
8. To liaise with the finance team to ensure all examination fees are paid, as necessary.
9. To liaise with the identified named person coordinating examinations and accreditation at New Bridge School.
10. To be responsible for monitoring a budget and other resources, connected to assessment/examinations.
11. To order resources and equipment connected to assessments/examinations.
12. To manage the examination team and invigilators.
13. To liaise with the staff teams to ensure appropriate arrangements for students with access arrangements, e.g. rooming, seating etc.
14. To manage the daily running of external examinations, liaising with CLs as required, ensuring the materials are in place for the start of the assessments/ examination and

collected and dispatched after the assessment/examination in accordance with the appropriate regulations.

15. To issue all students taking exams an information pack with all JCQ regulations and the schools' expectations of them, together with their examination timetable.

Exam management

16. To recruit (internal staff), train and manage examination personnel including invigilators as required in liaison with SLT and CL.
17. To ensure appropriate conduct during assessment sessions, in line with requirements and regulations from the DfE.
18. To ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
19. To manage the logistics for examination sessions, including timetabling, room booking, room set up, resources and staffing.
20. To ensure students are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures in liaison with SLT and CL.
21. To carry out necessary administrative tasks related to the organisation of examination sessions.
22. To support the Executive Headteacher of New Bridge School and the staffing teams to implement access arrangements and reasonable adjustments as required including the screening of students as appropriate.
23. To manage arrangements for the safe and secure storage and dispatch of completed examination papers.
24. To manage any unexpected issues or emergencies that arise during an examination session.
25. To submit reports to examining bodies, as required.
26. To liaise with CL with regards to the relevant exam boards and syllabuses studied to examination level. Establish the number of entries at each tier and to process entries, predicted grades and coursework marks, and submitting entries so that Exam Boards receive correct student entries on time.
27. To manage and, where required, build relationships with external Examination Boards.
28. To publish and distribute exam timetables, procedures and exam board information including the resolution of clashes.
29. To report any non-compliance practice or process/plan deviation to the Executive Headteacher of New Bridge School and/or relevant Head of School.

Training and development

30. To undertake training as appropriate for the role.
31. To be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate.
32. To support with the recruitment and training of external and internal invigilation.
33. To attend, and host when required, the exam officer's network meetings held termly and ensure training is ongoing to update skills.
34. To keep updated with the latest development with regards to assessments, examinations and accreditation and advise SLT and make changes as required.

Results and data management

35. To be responsible for sharing results with students (e.g. results day).
36. To ensure results are received by New Bridge School in a secure and confidential way.
37. To be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate.
38. To arrange distribution of assessment results.
39. To arrange receipt and distribution of examination certificates to candidates without any undue delay.
40. To manage retention of results, including certificates, for New Bridge School's records.
41. To collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
42. To provide data and analysis on assessment and examination entries and results.
43. To deal with issues relating to appeals, remarking and other administrative issues.
44. To work with the SBL to set up complex formula for analysing student performance data.
45. To support with the managing and maintain the MIS student data base.
46. To provide data and analysis writing reports as appropriate.
47. To work with the SBL to create effective information systems.
48. To keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies and the DfE.
49. To update New Bridge School's website with all accreditation data.

Generic Duties

50. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
51. Contribute to the overall work and ethos of New Bridge School.
52. Attend and participate in meetings as required.
53. Improve own practice through training, observation, evaluation and discussion with colleagues.
54. Recognise own strengths and areas of expertise and use them to support others.
55. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
56. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
57. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
58. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS:

Colleagues working within the School, Students, Parents/relatives/carers, Educational Psychologists and other education or health care professionals, Governors

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT:

RESPONSIBLE TO: Executive Headteacher

RESPONSIBLE FOR: Personnel associated with the examinations process and data assessment

SPECIAL CONDITIONS:

Enhanced DBS Certificate is required

	DATE	NAME	POST TITLE
PREPARED	15.09.22	Gavin Lyons	Executive Headteacher

	Able to meet the requirements of relevant legislation appertaining to examinations		AF / I
	Able to establish and manage good communication systems		AF / I
	Effective organisational skills to work under pressure to complete tasks to potentially conflicting deadlines		AF / I
	Ability to organise, lead and motivate a team		AF / I
	Able to chair and contribute to meetings effectively		AF / I
	Commitment to personal development		I
Work circumstances	To be punctual and have regular attendance		I
	The post holder must be willing and able to work flexibly as maybe required		I
	Occasional out of hours working to support the examinations process		I

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview