

## **Job Description**

### **Data and Exams Officer**

**Department:** Administration

**Responsible to:** Deputy Principal

**Responsible for:** Providing Data, MIS and Examinations support

**Salary:** Grade 6 SCP 9 - 17 £15,490 - £17,631 (actual)

**Contract:** 24 hours per week term time + training days + 2 weeks

**Functional links with:** Staff, Student, Parents, Governors, Other agencies

#### **Main purpose of the job:**

- Ensure the smooth running of examinations and school wide data systems
- Operation of school management information systems relating to examinations and assessment and reporting on outcomes.
- Respond to queries and deal effectively with Examinations Board staff on behalf of students and school.
- Attendance at centre when GCSE and A-level results are released is a vital part of the role.
- Working with the Deputy Principal, maintain the student database in Bromcom, ensuring information is accurate for the census submissions
- Support colleagues with examination and data entries as necessary.

#### **Main Duties**

##### ***Data Administration***

- Provide assistance in producing Student Tracking information from Bromcom
- Produce detailed Reports from Bromcom data as requested
- Input Bromcom Data Collection Sheets
- Assist with the UTC timetable as required
- Follow-up UTC communications issues, missing email addresses/telephone numbers
- Support the Business Manager and Deputy Principal with the Autumn, Spring & Summer Census & year end processes

##### ***Examinations***

- Administer all external and internal school examinations, including online tests
- Invigilate exams as required
- The preparation of examination timetables, booking of rooms, and seating plans
- Communicate effectively with all staff and students regarding arrangements for examinations
- Maintain confidentiality in all matters associated with examinations
- Responsible for the safe storage and checking of all examination papers and stationery
- Be present and available in the UTC on the days when results are released including the distribution of the examination results to students and provide reports on outcomes.

- Maintain files of certificates and prepare them for distribution to students
- Process any enquiries about results, the return of scripts, and re-tests
- Process applications for Access arrangements and Special consideration
- Administer and package coursework and estimated grades
- Collect, open and sort incoming examination materials post; ensure outgoing post is logged
- Take messages
- Distribute coursework to Heads of Departments, JCQ regulations and exam timetables to students
- During exam periods, set up exam rooms & ensure their continued maintenance, ensure invigilators are supported in examination venues
- Check invoices for entries and Post Results
- Attend Exam board meetings as appropriate
- Train exam invigilators on an annual basis
- Organise exam invigilation timetables

### ***General***

- Undertake any other duties in connection with the level of the post
- Take account of the published aims and objectives of the UTC in all matters
- Ensure the care of furnishings, fittings and equipment shared with other users
- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the support staff team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the UTC
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the leadership team
- To support the UTC's Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To support other colleagues where appropriate in their roles

### **Any Special Conditions of Service:**

There is a requirement to submit to an Enhanced Disclosure and Barring Service (DBS) check

## PERSON SPECIFICATION

**Job Title: Data & Examinations Office**

The Engineering UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| Essential Criteria   | Desirable Criteria   |
|--|--|
| <p><b>SKILLS &amp; EXPERIENCE</b></p> <p>Experience of working with management information systems</p> <p>Effective use of ICT systems and packages (eg. word/excel/powerpoint)</p> <p>Exceptional organisational and time management skills.</p> <p>Able to remain calm under pressure, work to deadlines and manage competing priorities.</p> <p>Make decisions based on understanding of relevant information</p> <p>Demonstrate sound judgement with the ability to present solutions.</p> <p>Ability to relate well to children and adults on all levels</p> <p>Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills</p> <p>Experience in producing comprehensive reports</p> <p>Work constructively as part of a team</p> <p>Ability to work autonomously and under your own initiative</p> | <p>Experience of working in a school or learning environment</p> <p>Experience working in a Data, Exams and/or MIS role in a school/academy</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Experience of organising exam procedures</p> <p>Experience of managing and analysing data</p> |
| <p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>A background in administration of exams and/or data</p> <p>An understanding of the Exam systems and procedures in a secondary school setting</p> <p>The principles and practices of good data management and how these contribute to operational planning and delivery</p> <p>An understanding of the principles of efficient and effective administrative support</p> <p>Good ICT skills and confident in use of Word, Excel and the internet</p>  | <p>Strategies for ensuring equal opportunities for staff, students and other stakeholders</p> <p>Understanding of Safeguarding and Child Protection issues.</p> <p>Knowledge of Bromcom or other education databases</p>   |

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| <p>Full Understanding of relevant policies/codes of practice and awareness of relevant legislation of working in an education setting</p>   |  |
| <p><b>QUALIFICATIONS/ TRAINING</b></p> <p>A grade 'C' or above GCSE in English and Maths (or equivalent)</p>  | <p>Business Administrative qualification</p>   |
| <p><b>PERSONAL COMPETENCIES AND QUALITIES</b></p> <p>Diplomatic and confident</p> <p>Flexible approach to meet daily demands of the role</p> <p>Self-motivated and ability to use initiative to ensure tasks are completed</p> <p>An excellent record of attendance and punctuality</p> <p>Seek advice and support when necessary</p> | <p>Determination to succeed and the highest possible expectations of self and others</p> <p>Reliability, integrity and stamina</p> <p>Resilience and perspective</p> |
| <p><b>OTHER CONDITIONS</b></p> <p>Enhanced DBS Check</p> <p>Satisfactory References</p> <p>Pre-employment Health -Check</p> <p>Right to work checks</p>   |  |