

## JOB DESCRIPTION

<b>Post Title</b>	<b>Data and Examinations Officer</b>
<b>Salary Scale / Grade</b>	<b>NJC Scale 5</b>
<b>Hours / Weeks per year</b>	<b>37 hours per week, 52 week contract</b>
<b>Responsible to</b>	<b>Deputy Headteacher</b>

### Job Purpose

To manage and maintain accurate student data and assessment records, and to lead the administration, organisation and delivery of public and internal examinations. The role ensures compliance with awarding body requirements and supports the school in achieving high standards of data accuracy, analysis, and reporting. To

### 1. Examinations Administration

- Lead the planning, organisation and delivery of all internal and external examinations including practicals.
- Be responsible for the appointment, training and management of invigilators.
- Liaise with awarding bodies, SLT, Heads of Department, SENCO and invigilators to ensure exam regulations are followed.
- Develop and communicate examination schedules, procedures and regulatory guidance to staff, students and parents/carers in accordance with JCQ and awarding-body requirements.
- Respond promptly to all exam-related queries and complaints, ensuring accurate advice and appropriate escalation where necessary.
- Manage exam timetables, rooming, seating plans, and invigilator deployment.
- Process entries, amendments, withdrawals and access arrangements, in line with deadlines, to examination boards for public exams
- Order examination papers / stationery as required and ensure secure receipt, storage and dispatch of confidential materials
- Oversee results days, including downloading results, producing grade reports and preparing documentation for students and staff.
- Co-ordinate post-results services (enquiries, reviews of marking, scripts requests).
- Monitor compliance with JCQ and awarding body regulations.
- Manage and coordinate Exam Access Arrangements (EAA), ensuring all eligible students receive appropriate adjustments in line with JCQ regulations.
- Liaise with SENCO and teaching staff to gather evidence, process EAA applications, and maintain accurate supporting documentation.
- Submit and monitor EAA applications through the relevant JCQ systems, meeting all deadlines and compliance requirements.

- Organise provision for approved EAAs, including readers, scribes, separate rooms, extra time, and technology.
- Train and brief invigilators on the correct implementation of EAA for each examination.

## **2. Data Management**

- Maintain accurate student records on the MIS (Arbor).
- Support data collections across the school, including census returns, assessment cycles and statutory submissions.
- Work with pastoral and curriculum staff to ensure accurate attainment, behaviour and attendance data.
- Produce reports and data summaries for SLT, teachers and governors as required.
- Maintain data dashboards and tracking systems to support school improvement.
- Assist with timetable updates, class lists and student movements.
- Uploading results to SISRA at assessment points throughout the year including public exams results.

## **3. Systems and Administration**

- Ensure all MIS modules and related systems are used effectively and staff receive appropriate support.
- Troubleshoot data issues and ensure data integrity across systems.
- Prepare documentation, guidance and training for staff related to exams or data processes.
- Contribute to audits and compliance checks.
- Respond to enquiries, including related FOI requests.

## **4. Other Responsibilities**

- Maintain high standards of accuracy and confidentiality.
- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or encounter.
- To contribute to the maintenance of the colleges' ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- Undertake other duties within the scope of the role as directed by line manager.
- To participate in the colleges' performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale.
- Be the budget holder for exams and monitor expenditure.
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**Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

December 2025

**PERSON SPECIFICATION****Qualifications & Training****Essential**

- Minimum 5 GCSEs Grade 4/C and above including English and Mathematics or equivalent.
- Strong IT skills, particularly spreadsheets and data systems.
- Training/experience with MIS systems ( Arbor).
- JCQ exams training.

**Experience**

- Experience of administrative work involving accuracy, deadlines and confidentiality.
- Experience working with Google software including Docs, Sheets and database systems.
- Experience working in an educational setting.
- Previous experience administering exams or working with awarding bodies.
- Experience producing analytical reports.

**Knowledge & Understanding**

- Knowledge of JCQ regulations and exam protocols.
- Familiarity with statutory data returns (e.g., school census).
- Knowledge of school systems and practices including Arbor.
- Have current and relevant understanding and experience of safeguarding and the main safeguarding principles.

**Skills & Abilities**

- Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings.
- Excellent attention to detail and accuracy.
- Ability to work under pressure and meet strict deadlines.
- Ability to use own initiative to organise, prioritise and plan work effectively.
- Strong communication skills with staff, students and external agencies.
- Good level of competence in ICT and administrative skills.
- Ability to interpret and apply regulations and policies.

**Personal Attributes and attitudes**

- Ability to work well under pressure and remain calm, approachable, good-humoured and organised, with a resolution-focussed disposition.
- Ability to be professional and discreet at all times, ensuring confidentiality is upheld.
- Ability to work independently and as part of a team.
- Commitment to continuous improvement and learning.