

Falconer School

Job Description – Data and Exams Officer

Post Title	Data and Exams Officer
Purpose	<ul style="list-style-type: none"> • To assist in the organisation of examinations and assessments including entries and results • To coordinate collation and distribution of internal assessments, data and reports • To assist with the organisation of school trips and visits
Reporting to	Deputy Headteacher
Liaising with	Governors, Executive Principal/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents
Working Time	37 hours per week Monday to Friday, (exclusive of unpaid breaks) full time (52 weeks) Hours 8.00am to 4.00pm with a 3.30pm finish on a Friday. Work from home on occasion, depending on circumstances – at the Headteacher’s discretion
Salary/Grade	Points 23 to 26 (£32,076pa to £34,834pa)
Disclosure Barring Service	Enhanced
MAIN (CORE) DUTIES	
Operational, Strategic Planning:	<ul style="list-style-type: none"> • Act as the schools GDPR Officer by answering any and all data requests (SAR – subject access request) under the Freedom of Information Act – with the Headteacher’s accord • Upload and download CTFs for new admissions or in-year leavers using Arbor • Input and export information using the school’s student performance data systems • Set up Aspects, Templates and Marksheets as required for exams and assessments and base-line student data • Work with the senior leadership team and lead teachers to ensure students are entered for public examinations • Organise and administer public examinations, their invigilation and collection of results • Organise and administer all aspects of internal exams • Ensure all examinations are conducted to the standards and requirements stated by the school, the JCQ and exam boards • Communicate all relevant examination information (including dates and times, conduct during examinations and the collection of results and certificates) to students, staff and parents • Communicate coursework/controlled assessment deadlines, schedules and changes in exam board requirements to relevant staff • Recruit, arrange training and manage invigilators • Provide the Deputy Headteacher with all qualification details and results for the school census and analyses • Liaise with the Finance team regarding the costing of examinations for budgeting purposes • Liaise with the SENDCo to ensure the exams access arrangements are completed on time • Produce individual student reports and send to parents/carers on a termly basis • Produce reports as required for statistical analysis for termly assessments, governors meetings and public examinations • Update timetables for students on Arbor as needed • Organise Student Trips and ensuring all relevant Risk Assessments are completed and adhered to (Evolve)

	<ul style="list-style-type: none"> Organise Student Vaccinations by liaising with the NHS Nurses Team and Parents/ Carers, booking rooms for vaccination sessions and organising attendance of students to vaccination sessions
Staff Development:	<ul style="list-style-type: none"> Take part in the school's staff development programme by participating in arrangements for further training and professional development Attend regular meetings with the School Business Manager Work as a member of a designated team and contribute positively to effective working relations within the school Engage actively in the Performance Appraisal Review process Attend relevant in-service training and regular learning support meetings
Standards and quality assurance:	<ul style="list-style-type: none"> Support the aims and ethos of the school Set a good example in terms of dress, punctuality and attendance Follow and uphold school policies Participate in staff training Develop links with the Governors, Hertfordshire Education Authority and neighbouring schools
Management Information:	<ul style="list-style-type: none"> Maintain records of student data in relation to trips To maintain and update student performance data in accordance with requirements
Communication:	<ul style="list-style-type: none"> Communicate effectively with the parents of students as appropriate Communicate and co-operate with persons or bodies outside the school Follow agreed policies for communications in the school Attend meetings as required Prepare and provide reports as required Be aware of in-school procedures and confidential issues and to keep confidences appropriately
Management of Resources:	<ul style="list-style-type: none"> Contribute to the process of the ordering and allocation of equipment and materials Identify resource needs and to contribute to the efficient and effective use of resources Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students
<p>Other Specific Duties:</p> <ul style="list-style-type: none"> to play a full part in the life of the school community, to support its Strategic Vision, Ethos and Intent and to encourage staff and students to follow this example to promote actively the school's policies to continue personal, professional development to actively engage in the school's self-review and evaluation processes to actively engage in the school's Appraisal of Performance processes to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate to attend meetings as determined in the meetings policy and as directed by the Headteacher to comply with the school's procedures concerning safeguarding and to ensure that training is accessed 	
<p>All Associate Staff may be required, from time to time, to work as directed by the Headteacher to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description.</p>	