

Post	Data and Exams Officer		
Hours	37 hours per week TTO + 2 weeks	Scale 5/6 Pt 22 - 28	£21,074 - £25,463 (pro rata)
Responsible to	<ul style="list-style-type: none"> <li>Business Manager and SLT Leader for Data</li> </ul>		
Data	<ul style="list-style-type: none"> <li>Manage pupil transfer data (including assessment data) in collaboration with the governing body, Local Authority and other schools</li> <li>Ensuring pupil data is correct and up to date</li> <li>Develop and manage assessment recording processes that work effectively across the school</li> <li>Oversee the analysis and reporting of key data to the senior leadership team and teaching staff including the tracking of pupil's results against set targets</li> <li>Manage the dissemination of data to support report construction and the construction of individual development plans for pupils</li> <li>Liaise with teaching staff and school management to prepare and maintain school timetables</li> </ul>		
Exams	<ul style="list-style-type: none"> <li>Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken</li> <li>Liaise with staff/Heads of Department re pupil examination entries</li> <li>Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results</li> <li>Complete examination entries and securely store and send completed examination papers to external examination boards</li> <li>Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements</li> <li>Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them</li> <li>Manage arrangements for internal examinations</li> <li>Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery</li> <li>Make arrangements for the specific needs of individuals (eg SEND) and for school pupils to sit examinations elsewhere</li> <li>Provide data and analysis on examination entries and results</li> </ul>		
Other	<ul style="list-style-type: none"> <li>Supervise other staff involved in examinations</li> <li>Undertake examination invigilation</li> <li>Manage the examinations budget and recover monies from candidates or absentees</li> </ul>		

**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

**Your duties should be discharged in such a manner as to maintain and develop the Catholic character of the school and to support the school mission statement.**

**This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and school development. In addition it may be amended at any time after consultation with you.**

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

**The successful applicant will be subject to an Enhanced DBS disclosure.**