

Job Description

POST:	Data and Examinations Officer
RESPONSIBLE TO:	Executive Principal, Associate Principal, ALT Assessment Lead, under the day-to-day management and leadership of the Cluster Data Manager
RESPONSIBLE FOR:	Smooth running of the Academy examinations and the Public examinations and support data management in the academy
GRADE:	Scale 17 - 21
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning central staff; LA representatives; partner professionals; parents; local community; other Oasis Academies.
LOCATION:	Oasis Academy Hadley or Oasis Academy Enfield
WORKING PATTERN:	52 weeks a Year, 37 hours a Week
JOB PURPOSE:	To be responsible for the administration, organisation and smooth running of academy data and public examinations. Support the data management within the Academy.

RESPONSIBILITIES:

- To be responsible for the administration, organisation and smooth running of Academy and public examinations.
- To support the maintenance and management of the Academy's computerised assessment data using the Academy's management information system (MIS) software.
- To contribute to the promotion of the general progress and well-being of children and staff within the Academy.
- To promote and safeguard the welfare of children you come into contact with.

Duties

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected;
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes;

2. Key Tasks

Examinations

- Liaise with Academic Leaders over student entries;
- In liaison with the Cluster Data Manager in making accurate and timely examination entries;
- Organise examinations on a day to day basis;
- Organise the invigilation programme for Academy and external examinations in liaison with the Cluster Data Manager;

- Manage the invigilator team in invigilating examinations in line with JCQ and Academy regulations and that there is an appropriate atmosphere in the examination room, to optimise student performance;
- Plan the invigilator requirements for each examination in liaison with the Academy's Data and Examinations Manager
- Deploy the invigilation team to ensure that the following duties are completed:
 - Setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
 - Ensuring that there is adequate space between desks in examination rooms to discourage cheating.
 - Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
 - Offering advice and guidance to unregistered candidates without allocated seats;
 - Ensuring that candidates do not talk once inside examination venues;
 - Removing and storing mobile phones for the duration of the examination;
 - Searching pencil cases if they are not made of clear plastic;
 - Organising the correct procedures for lending equipment to candidates;
 - Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
 - Checking attendance during examinations;
 - Recording details of late arrivals;
 - Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
 - Collecting and collating scripts at the end of the examination in accordance with strict procedures;
 - Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Receive confidential material and ensure safe storage and safe transmission of all confidential materials for conducting controlled assessments, whether they are downloaded electronically, CDs or hard copy;
- Check exam papers on arrival and ensuring the correct component and number have been received;
 - Ensure Joint Council for Qualifications (JCQ) regulations are maintained;
 - Be aware of the Academy's evacuation procedure in the event of an emergency, be familiar with the emergency exit for each examination room and ensure that examination regulations are maintained if an emergency evacuation is required;
- Prepare seating plans for examinations;
- Organise the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Liaise with the ALT lead for Assessment over issues of invigilation and cover;
- Be present on the day the centre is notified of results and the day results are distributed to students;
- Check certificates and organise distribution to students;
- Support the arrangements for all internal examinations including CATS tests and reading tests, timetable rooming and invigilation;
- Assist with the training of new invigilators;

Data

- Set up and maintenance of templates in Academy's MIS for the collection of student data under the direction of the Cluster Data Manager;
- Enter student assessment data into the Academy's MIS;
- Ensure assessment data for student Progress Reports is complete and accurate;
- Assist with the production of student reports;
- Assist with the target setting process;

- Assist with the provision of meaningful analysis on a range of data trends for attendance, behaviour, student feedback and data sets as requested;
- Assist with the collection of accurate data and update the academy MIS on all areas relevant to the school census, including FSM, pupil premium and 6th form learning aims, as directed;
- Assist with the production of data for statistical returns to the Department for Education, Oasis Community Learning, the Local Authority and other external bodies as directed;

4. General Duties

- Provide administrative support for the staff within the Academy;
- Complete typing and setting up documents such as letters and reports;
- Produce mail shots for parents/carers, as directed;
- Complete general clerical tasks such as photocopying, filing, opening and distribution of mail;
- Keep computer records up to date;
- Provide Reception cover when required;
- Answer telephones and pass on messages as required;
- Order of consumables and stock control;
- Attend training including the Academy's Training Days;
- Attend team meetings;
- Participate in the Academy's Performance Management process.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Data and Examinations Officer - Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and maths at A*-C or level 2 equivalent 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> Excellent ICT skills Excellent keyboard skills Experience of using Word, Excel, and Outlook Good organisational skills, ability to show initiative Good communication skills Excellent attention to detail Understanding of the practical application of Equal Opportunities in an Academy context Ability to converse at ease with parents and students and members of the public and provide advice in accurate spoken English 	<ul style="list-style-type: none"> Experience of working in a school or academy setting as an examinations officer Experience of using an MIS system
Personal Qualities	<ul style="list-style-type: none"> Ability to work as part of a team Ability to reflect. Ability to use your own initiative but also know when matters need to be referred to your line manager Ability to demonstrate patience with firmness. Ability to form and maintain appropriate relationships and personal boundaries with children Be able to maintain confidentiality Emotional resilience in working in a range of challenging situations Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	