

Job Description

Designation of Post	Data & Exams Officer inc PA to Executive Headteacher	Grade PO1	Post No
Responsible to	Executive Headteacher		
Immediate Subordinates	None		
<p>Responsible for overseeing all aspects of school examinations and data management. This includes managing examination processes, ensuring compliance with regulations and maintaining accurate student data.</p> <p>You will also provide comprehensive administrative and organisational support to the Executive Headteacher, who provides strategic leadership across multiple school campuses.</p> <p><u>Key Tasks</u></p> <p><u>Data & Exams</u></p> <ol style="list-style-type: none">1. To be the school's Examinations Officer, overseeing all requirements for ensuring regulations are adhered to regarding internal and external examinations.2. To be the main point of contact for various examination boards, dealing with enquiries, complaints and general liaison in a timely manner.3. Ensuring efficiency when collecting, collating and submitting any information in relation to both internal and external examinations including, amendments and audit grades.4. To liaise with the wider team ensuring all necessary arrangements are made for students in relation to internal and external examinations, including applying for access arrangements.5. To provide an examination timetable and booklet to all staff, highlighting rooming and invigilation requirements, extra time, and access arrangements.6. To provide individual exam timetables for each student, based on the above.7. To organise the examination materials, storage, and rooms in accordance with regulations, ensuring compliance with all exam board regulations at all times and to manage any such inspections.8. To be recognised as a SIMS expert within school, while at all times maintaining a high level of systems knowledge by attending training as necessary.9. To be responsible for the SIMS.NET system and other site-specific systems, to establish, maintain and supervise pupil registration and record systems			

across all sites - including admissions, discharges, pupil-related reports and internal classes/form groups.

10. To assist with the analysis and evaluation of the data and the production of detailed reports and information to the LA, Senior Leadership Team, Governors and outside agencies.
11. To create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete.
12. To manage the production of annual reports and interim reports on the progress of all the pupils in the school.
13. To analyse and create pupil progress reports in line with assessment deadlines.
14. To create reports on pupil attendance as required by the school's leadership team and to share these with mainstream schools as and when required.
15. To import new pupil data to the system ensuring all data is complete and accurate.
16. To import results and database information from other systems and to provide a comprehensive set of base data for all students.
17. To prepare a new academic year in SIMS and to ensure and manage the smooth transition from one academic year to the next within all sections of SIMS.
18. To produce tracking grid and resilience summaries from SIMS for each teacher, following data collection.
19. To be responsible for the completion and submission of complex forms and statutory returns including those required by the DfE and LA.
20. To produce and respond to correspondence as required by the Senior Leadership Team.

Executive Headteacher PA

21. Provide a confidential PA service to the Executive Headteacher, dealing with correspondence and documentation efficiently and to a high standard.
22. To manage and co-ordinate the Headteacher's diary and organise meetings, as appropriate.
23. To note and coordinate the Headteacher's follow-up actions at the end of key meetings and from correspondence.
24. Use initiative to prioritise items for the Headteacher
25. Produce accurate and timely reports, letters, minutes, memos etc.

- 26. Open incoming mail, emails, Wescom and filter and distribute promptly
- 27. Deal with queries from parents and decide what action needs to be taken and whether to refer the matter to the Headteacher or another member of staff
- 28. The taking of minutes at meetings as required

General

- 29. To be a pro-active member of the Central Admin Team, supporting others as required.
- 30. To contribute to the ethos and aims of the school.
- 31. To be aware of, and support difference and ensure equal opportunities for all.
- 32. To develop constructive relationships and communicate with staff, students, parents/carers, outside agencies and professionals.
- 33. To participate in training and other learning activities and performance development as required.
- 34. To recognise own strengths and areas of expertise and use these to advise and support others.
- 35. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

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

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service

Date