



I will serve.

St Ursula's Convent School
School Exams, Assessment and Data Officer
March 2025

"The greatest gift we can give to others is love, for love is the greatest
gift we can receive from God."
St Angela Merici

Job details

Grade: SO1 / SO2 depending on experience

Salary: £37,068-£40,755 depending on experience

Hours: 35 hours per week

Contract type: Full Time, following successful completion of a 6 month probation period

Reporting to: Deputy Headteacher

Responsible for: Examinations, Assessment and Data

Main purpose

The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.

Duties and responsibilities

Planning and organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials.
- Contribute to development and review of examination-related school policies.
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils.
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary.

Exam management

- Recruit, train and manage invigilators as required.
- Make sure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing.
- Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

Results and data management

- Make arrangements for sharing results with students (e.g. results day)
- Make sure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records

Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	Degree Level Qualification preferable
Experience	<ul style="list-style-type: none"> ➤ Working in a school/college or administration environment ➤ Managing the administration of examinations ➤ Working with confidential and/or sensitive materials ➤ Managing other members of staff, such as invigilators ➤ Managing time and workload to meet deadlines ➤ Using a management information system (MIS) ➤ Working with data sets ➤ Working with awarding bodies and regulatory organisations, e.g. JCQ ➤ Complying with statutory regulations set by external bodies
Skills and knowledge	<ul style="list-style-type: none"> ➤ High standard of communication (verbal and written) ➤ Polite and effective interpersonal skills ➤ Competent with common IT systems, e.g. Microsoft Office, MIS, SIMS ➤ Data analysis ➤ Time management and planning ➤ Ability to work flexibly and quickly under pressure ➤ Ability to work across multiple projects and deadlines ➤ Ability to follow policies and procedures set by the school and external agencies
Personal qualities	<ul style="list-style-type: none"> ➤ Organised ➤ Ability to keep calm under pressure ➤ Ability to work well in a team, and independently

Last review date: October 2024

Next review date: October 2026

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

