



## Job Description & Person Specification

<b>Job title</b>	Exams and Data Support Officer
<b>Hours of work</b>	37 hours per week, 43 weeks per year (term time plus 4 weeks to be worked flexibly and to be discussed at interview) 8am to 4pm Monday to Thursday 8am to 3.30pm Friday 30 minute unpaid break each day
<b>Employment status</b>	Permanent
<b>Grade</b>	Grade G, spinal point 12 - 14
<b>Annual salary</b>	£29,064 - £32,022 pro rata (£28,187 - £31,055 actual salary)

### **Safeguarding children, young people and vulnerable adults**

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

### **Job Purpose**

The postholder will be responsible for the accurate input, management, and analysis of school data using a range of systems, supporting the effective use of data to inform teaching, learning, and pupil progress.

In addition, the postholder will assist the Examinations Coordinator with the administration and organisation of both internal and external examinations.

### **Responsible to**

Andrea Gould, Director of Resources and Ben Cobbold, Assistant Headteacher.

### **Responsibilities**

Positive working relationships will need to be formed with all members of the Leadership Team, Human Resources Department, Examinations Coordinator, the senior invigilator and all member of the invigilation team, all teaching and support staff, pupils/students and outside agencies e.g. Arbor, FFT and SISRA.

### **Responsible for**

Effective engagement with a variety of different databases to include of Arbor, SISRA (Analytics), GL Assessment and Fischer Family Trust. Managing the collection, input, collation and dissemination of data.

### **Key tasks**

The post holder will be required to:

### **MIS and Assessment Data**

1. Act as MIS (Arbor) Lead Practitioner (lead on initiatives that make sure the school continues to get the most out of Arbor as it evolves. Monitor the Arbor update log and roadmap and feedback the school's needs to Arbor as well as look at what new developments would best benefit your establishment)
2. Produce data reports as required to internal stakeholders to include the School's Leadership Team and Governing Body.
3. Work proactively with subject leaders and the wider workforce in the effective use of performance data; including attainment data, behaviour data and attendance data where required.
4. Work closely with the Leadership Team to be innovative in creating and developing ways of using data to enhance student achievement.

5. Liaise with the Leadership Team in the use of data to analyse performance retrospectively and formatively.
6. Update Course Manager annually in conjunction with the Exams Coordinator. Ensure the Autumn Census accurately reflects the courses being taken by students and understand the importance of the Autumn Census in maximising sixth form funding.
7. Produce the School Censuses and upload to the DfE and LA once checked by the Data Manager and Headteacher.
8. Take responsibility for ensuring that statutory requirements for data made by outside agencies are fulfilled.
9. Download target data from FFT website and import this into Arbor.
10. Input data into the SISRA System (Analytics) and produce reports as required.
11. Assist Examinations Coordinator with the downloading and analysis on examination results days and embargo days in August.
12. Enter data into Options program and construct option blocks in conjunction with Leadership Team
13. Liaise with pupils and parents with regard to data collection as required.
14. Input of data as required, including the Year 7 and Year 12 data entry forms.
15. Support the tracking, monitoring and reporting of extra-curricular data.

### **General duties**

1. Manage, prioritise and address day to day Arbor issues contacting Schools ICT Services where appropriate.

### **Exams**

1. To liaise with the invigilation team
2. To assist with the deployment of invigilators as and when required
3. To assist with the organisation of exam access arrangements
4. To assist with the checking of external exam papers as they arrive in school and to keep these papers securely stored
5. To provide administration support to the Examinations Coordinator during the GCSE and GCE results days in August
6. Preparing exam papers for distribution (checking/signing/splitting packets) in accordance with JCQ regulations
7. Receiving, checking, and packing exam scripts for secure despatch
8. Printing exam scripts from word processors
9. Electronically wiping word processors after each exam in preparation for next exam
10. Taking phone calls regarding lateness, absence, illness, and other exam related pupil issues
11. Briefing invigilators each day regarding individual pupil needs during exams
12. Being on call during exams to assist invigilators with illness/malpractice etc.

### **Other Duties**

This job description is intended as a guide to the general duties required of the post.

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

### **Disclosure and Barring Service**

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

### **Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

### **Health and Safety**

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

### **Data Protection**

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

### Confidentiality

All employees are expected to respect confidentiality in relation to school business and pupil data.

### Person Specification

Qualifications	Essential	Desirable
At least 5 GCSEs or equivalent at grade C/4 or above to include English and Maths	•	
ICT qualifications relevant to this post		•
Experience	Essential	Desirable
High level SIMS database experience	•	
High level experience of working with Excel	•	
Experience of working with computerised databases	•	
Experience in at least one primary or secondary school		•
Personal Qualities	Essential	Desirable
A keen eye and attention to detail with logical problem solving skills	•	
To work under pressure, prioritise and meet deadlines	•	
Clear understanding of and respect for confidentiality	•	
Ability to liaise effectively at all levels	•	
Excellent communication skills	•	
To work on own initiative as well as part of a team	•	
To have a flexible attitude to ad hoc tasks	•	
Proven organisational skills	•	
A friendly disposition and good sense of humour	•	
Flexible and open minded	•	
Positive attitude to personal development and continuous professional development	•	
Smart appearance	•	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_