

**MATRIX ACADEMY TRUST**  
**Job Description – Exams and Data Officer**

Arrangement:	Full time – 37 Hours Term Time plus 1 week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 10 Spine Points 37-40
Main Purpose:	To be responsible for the smooth running and administration of all public examinations and to liaise with Teachers, Students, Parents and Examination Boards in respect of examination requirements, entries, results and communications, ensuring that the school adheres to all Awarding Bodies' regulations. To provide effective administrative support for all assessment and pastoral data work for the senior leadership team including pupil progress reports and MIS administration.
Main Activities:	<ul style="list-style-type: none"> <li>• Acquire and maintain an up to date knowledge of the examinations system, Examination Board regulations and any changes which occur within the examination field</li> <li>• Plan and publicise each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations</li> <li>• Liaise with Examination Boards Department for Education, Ofqual and QCDA (Qualification and Curriculum Development Agency) regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with Line Manager, in-service training provided by Examination Boards and other bodies</li> <li>• Ensure the systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis</li> <li>• Be the School's principal link with Examination Boards, following up queries from Subject Leaders and Heads of Subjects regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by Examination Boards</li> <li>• Liaise with Subject Leaders and Head of Subject regarding all examination entries and the timetable by which entries must be made</li> <li>• Prepare and submit all examination entries to the relevant Boards</li> <li>• Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the board</li> <li>• Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Leadership Team and to organise the distribution of results to students and the relevant summaries and data to the Headteacher, Leadership, Subject Leaders and Heads of Subjects</li> </ul>

	<ul style="list-style-type: none"> <li>• Receive and process requests for remarks, receipts of scripts and appeals against results, liaising, as required, with relevant colleagues, parents and students</li> <li>• Oversee the arrangements for special arrangements for relevant students, liaising with Examination Boards and Senco</li> <li>• Organising the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and students</li> <li>• Ensure that all public examinations take place according to regulations published by the Examination Boards and that such regulations are publicly displayed and students duly informed.</li> <li>• Recruit, train and supervise external invigilators for each examination session</li> <li>• Receive examination papers and other relevant materials sent by Examination Boards and keep them in a secure place in the Examination Office; collect, log and dispatch all examination scripts, for marking</li> <li>• Maintain accurate records of all examinations, including seat plans and registers</li> <li>• Receive, disseminate, collect and return requests for predicted grades and other information requested by Examination Boards</li> <li>• Make arrangements for students taking examinations outside of the normal venue</li> <li>• Assist, as required, with internal school examinations and other occasions when students are tested/assessed in examination conditions</li> <li>• To prepare assessment data for departments and the leadership team</li> <li>• To generate and print assessment reports as required</li> <li>• To assist with the administration of data collection and entries as required using internal and third party data systems.</li> <li>• Complete relevant data checking exercises</li> <li>• Manage the production of annual reports and interim reports on the progress of all pupils in the school</li> <li>• Ensure the year 7 intake's Key Stage 2 and NFER data is complete and accurate and import to the system</li> <li>• Completion of external forms e.g. Census</li> <li>• Assist with general clerical/admin support e.g. photocopying, filing , complete standard forms, respond to routine correspondence</li> <li>• Maintain manual and computerized pupil records/management of information systems</li> <li>• Produce lists/information/data as required e.g. pupils data / staff data / management data</li> <li>• Undertake typing and word-processing and other IT based tasks</li> <li>• Use the school Management Information System to create and maintain assessment worksheets and produce reports as required</li> </ul>
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	<ul style="list-style-type: none"> <li>• Oversee input of new Year 7 data, creating records, paper and electronic and producing timetables</li> <li>• Carry out all Year End procedures, updating records for all year groups and producing timetables/setting information</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

This Job Description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

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**Person Specification – Exams and Data Officer**

<b>Factors</b>	<b>Essential or desirable</b>	<b>Measured by A - application S - selection method I - interview</b>
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Level 2 (or above) qualification in relevant area e.g. Business Administration	D	A
First aid trained	D	A
<b>Experience and Knowledge</b>		
Administering internal and external exams according to exam board guidelines	E	A/I/S
Knowledge of relevant legislation in relation to a range and type of qualification for A Level and GCSE qualifications	E	A/I/S
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office) and enter data	E	I/S
Working in a similar administration role	E	A/I/S
Managing confidential data	E	A/I/S
Knowledge of data protection requirements	E	A/I/S
Familiar with the use of a Management Information System	D	A/I/S
Familiar with office equipment e.g. scanners	D	A/I/S
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	A/I/S
Effective team worker	E	A/I
Ability to establish good relationships with both staff and students	E	A/I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I
Able to confidently handle queries and challenges	E	A/I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record*