

Exams, Cover and Data Support Officer

Reddish Vale High School

Main purpose of the job

The Exams, Cover and Data Support Officer is responsible for delivering and coordinating all exam and cover activities for Reddish Vale High School. This will involve the organisation and coordination of internal and external examinations in line with JCQ requirements alongside the organisation and deployment of cover staff across the school.

As required, the role will support the Data Manager in the production of data reports and the maintenance of the Management Information System to support teaching and learning at Reddish Vale High School.

The post holder will report to the Data Manager.

Main duties and key responsibilities

Exams

- Organisation and coordination of internal and external examinations in line with JCQ requirements
- Efficiently and effectively manage all aspects of the administration and entry of external and internal examinations at all levels for all candidates in line with JCQ requirements
- Ensure that relevant staff are aware of their key responsibilities in relation to examinations, providing guidance and support when necessary
- Act as the main point of contact for Examination Boards
- Collect and distribute information from the Examinations Boards to relevant staff, as appropriate
- Collect information from subject staff on syllabus choice, entry codes, tiers of student entry etc
- Keep staff informed of changes to specifications, training events and deadlines.
- Collect, confirm and make all examination entries
- Input data, including examination entries, onto the school's management information system (SIMS) and exam board on-line systems
- Co-ordinate examination dates with the school calendar and ensure that the Site Team and other appropriate colleagues are notified
- Prepare and distribute guidelines to staff and students on the organisation and conduct of examinations
- Be responsible for managing the exams budget and providing information to the School Business Manager to enable the projected cost of examinations to be determined
- Assist the SENCO with all special consideration, access and special arrangement applications, liaising with parents, and other appropriate staff
- Responsible for all aspects of access special arrangements for students i.e. rooming, laptops, printing of examination scripts, modified papers etc
- Make arrangements for students with examination 'clashes' in line with Examination Board regulations
- Liaise with the appropriate staff regarding rooming, furniture and other requirements for examinations and prepare those areas for examination purposes, in line with Examination Board regulations
- Responsible for the checking, organisation and security of examination papers and materials as per the mandatory guidance
- Responsible for overseeing the checking and collating of completed examination papers against attendance registers, including the secure storage and postage of scripts
- Responsible for the receipt and circulation of examination results
- Support the Data Manager in the detailed analysis of examination results, preparing reports for senior staff, governors, Heads of Department and staff as requested

- To be present on days the school is notified of results and make arrangements for their distribution to students and to attend results days
- To deal confidently with examination queries from pupils, staff and parents
- Advise students on completion of enquiries on results application forms and notify them of deadlines etc
- To be present throughout each examination session and to check attendance according to seating plans and compliance with examination guidance
- To be responsible for the recruitment, supervision, co-ordination, training and deployment of exam invigilators
- To complete the post results administration of remarks
- Attend meetings and provide training where necessary with colleagues and others, to ensure uniformity and the comprehensive implementation and provision of the examinations system across the school
- Undertake any other duties consistent with the basic objectives and/or duties of the examinations process

Cover

- To receive and record daily staff absence information and report this to SLT and HR
- To manage the day-to-day cover arrangements in school, using internal cover where available and liaising with staffing agencies for appropriate cover when necessary
- To ensure appropriate cover work is available for cover lessons
- To supervise and induct external cover staff
- To support and arrange room changes when necessary and ensure relevant staff are informed
- Provide cover as and when required
- Be responsible for managing the supply budget

Data Support

This post will report directly to the Data Manager and will be required to assist with the following tasks as and when required -

- Maintenance of the Management Information System
- Production and analysis of data reports
- Timetable support
- New Admissions and Leavers
- Census

General Responsibilities

- Carry out any other duties commensurate with the general responsibilities of the post
- To attend and support key events within the school calendar

Required knowledge and skills

Experience, Training and Qualifications	Essential/ Desirable
Experience in the administration of national examinations	E
Experience of data reporting processes	D
Working knowledge of SIMS	D
Experience of developing plans and strategies for future implementation	D
Skills and Abilities	
Have excellent IT skills including MS Office, particularly Excel	E
Excellent verbal and written communication skills to ensure effective communication with colleagues, students and other professionals	E
Ability to build and form good relationships with students, colleagues and other professionals	E
Ability to work constructively as part of a team understanding the roles and responsibilities of others.	E
Knowledge and understanding of the national examinations system	E
Knowledge and understanding of school Assessment Recording and Reporting systems and associated software	D
Knowledge of School MIS systems	D
Excellent standard of literacy and numeracy skills	E
Excellent analytical skills to dissect information in order to accurately complete and maintain records and produce complex reports and returns.	E
Ability to plan own workload, and to meet tight deadlines whilst working under pressure	E
Be self-motivated and pro-active with the ability to act on your own initiative.	E
Ability to work to a high degree of accuracy and the ability to pay attention to detail when working with large volumes of data.	E
Personal Qualities	
Able to work flexibly, switching between tasks and priorities at short notice, and responding to unplanned situations.	E
Committed to continuing personal professional development	E
Able to identify, recommend and where approved, implement improvements to processes and procedures.	E
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.	E
Able to maintain issues of confidentiality within the working environment	E
Willing to consent to apply for an enhanced DBS check.	E