Stratford-upon-Avon School

Job Title: **Examinations and Data Administrator (split between 2)**

Grade: **Band E (points 4-6)**

Hours: **Annualised 1418 hours/ 35.45 per week over 40 weeks**
Exams with Data Support– Average 19.075 Hours * 40 weeks
Data with Exams Support – Average 16.3725 Hours * 40 Weeks

Reporting to: **Data Systems Manager**

Department: **Examinations Office**

Note: This role is advertised as a job share opportunity with one administrator having more emphasis on the exam elements of the role and the other on data. However applications are welcome for a person to combine the roles into one as detailed below.

Main Purpose of Roles
To provide assistance and support to the Data Systems Manager and Examinations Officer by providing administrative support in the provision and delivery of all school related data and information and in all aspects of the examination process. The role relies on the administrator using the schools Management Information System (MIS/Bromcom) extensively and needs to be both flexible and adaptable with the administrative tasks.

Philosophy
This is an evolving post impacted by school policies and government agencies changes in protocol and procedure. Subsequently the nature of specific activities and duties will change and adapt in response to these. The post holder is expected to develop highly organised and efficient systems, ensuring quality assurance at all levels. The post holder will need to display a robust attitude to the demands of the role.

Examination Main Duties and Responsibilities:

People Supervision:
- Support recruitment of invigilators.
- Obtain invigilator availability for all seasons.
- Arrange invigilator meetings and training sessions and maintain a log of all training completed.
- Allocate invigilators to roles/rooms for each examination.
- To give invigilators full information regarding their duties and responsibilities and when / where they will be required.

Examination Administration:
- Become the second point of contact and enquiry for examination-related matters, with colleagues, students, awarding bodies, parents/carers and others.
- Keep up to date with all current examination requirements as in accordance with Joint Council for Qualifications (JCQ) and Awarding Body regulations.
- Have a key supporting role in the daily running of internal and external examinations in accordance with JCQ regulations.
- Maintain at all times the security and integrity of all examinations.
- Assist with making staff and students aware of examination procedures and conduct.
- Support Examinations Officer by monitoring and checking entry sheets are returned to the Exams Office.
- Work with Examinations Officer, Curriculum Leaders and SLT to create an internal examination timetable and create comprehensive internal timetables which can be used by Facilities Staff, Invigilators, SEND and all other staff and students for all information required.
- Support Examinations Officer by making examination entries for students using the schools Management Information System (MIS).
- Support Examinations Officer by creating timetables, allocating seating and rooms.

- Book rooms with Cover & Curriculum Support Coordinator and assist with finding alternative rooms for any lessons that are displaced by examinations.
- Support with printing and issuing key student information (statements, timetables, results, booklets).
- Preparation and display of exam seating lists.
- Be prepared for manual handing of a large volume of papers and student documentation
- Liaise with
    - Facilities team about arrangements that need to be made for examination rooms.
    - IT department to make arrangements and book extra equipment.
    - Catering staff in regard to break or lunch arrangements impacted by exams.
    - Learning Support Team where appropriate for rooming, readers and scribes etc.
    - Ensure hard copies of all relevant Access Arrangement documentation are stored in the Exams Office, and the MIS updated appropriately.
- Support Examinations Officer with online assessment requirements.
- Support Examinations Officer in providing materials in preparation for after school assessments.
- Assist with co-ordinating examination papers as they arrive, ensuring secure storage of all examination materials in accordance with the JCQ regulations.
- Receive, file and distribute all incoming examination documentation.

Examination Days:

- Support Examinations Officer, with the assistance of the invigilation team, to ensure rooms are set up in accordance with JCQ regulations for both internal and external examinations
- Support Examinations Officer, with the assistance of the invigilation team, to ensure all candidates are given the correct examination papers.
- Support the management of any emergencies on examination days
- Support the Examinations Officer with overseeing the start and end of all examinations.
- Support the Examinations Officer to ensure the correct packaging and posting of examination papers to Awarding Bodies and Moderators.

Results:

- Be present on the days the school is notified of results and to oversee the copying and distribution of results to students
- To check certificates and co-ordinate their distribution and maintain archiving process.

Data Main Duties and Responsibilities

Data:

- Assist the Data Systems Manager with generating attainment targets.
- Assist the Data Systems Manager with setting up Markbooks within the school MIS system.
- Monitor teacher input for students' data captures and chase where applicable.
- Generate ad-hoc reports from the school MIS.
- Export regular extracts from school MIS into SISRA.
- Export and import data from and into the MIS to support students' progress reports.
- Generate students progress reports and publish.
- Support the running of the school census.
- Maintain housekeeping of the school MIS including the Document Storage System
- Process mid-year starters including parent/carer logins and update attainment information
- Track mid-year leavers

Team Duties and Responsibilities

Management Information System (MIS):

- Support Team with logging/checking calls raised with MIS provider.
- Create and issue logins for parents / carers to the MIS portal to allow them to see their child(s) progress reports, examination information, attendance and behaviour data.
- Publish data and examination information to the MIS portals.
- Add assessment and examination information to the school website and ensure it is up to date.
- Take responsibility for updating the school weekly digest.
- Update the team's OneNote system regularly.
- Take responsibility for the team's shared email account and action/distribute as necessary.
- Update and maintain the team's key dates calendar.

General

Undertake other duties as directed by line manager commensurate with the post.

Other

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

General Entitlement to:

- A clear communication line and access to the line manager - Data Systems Manager.
- A close working relationship with key contacts: Examinations Officer, SENCO, Site team, Curriculum Leaders, Business Manager, Finance and Office staff.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

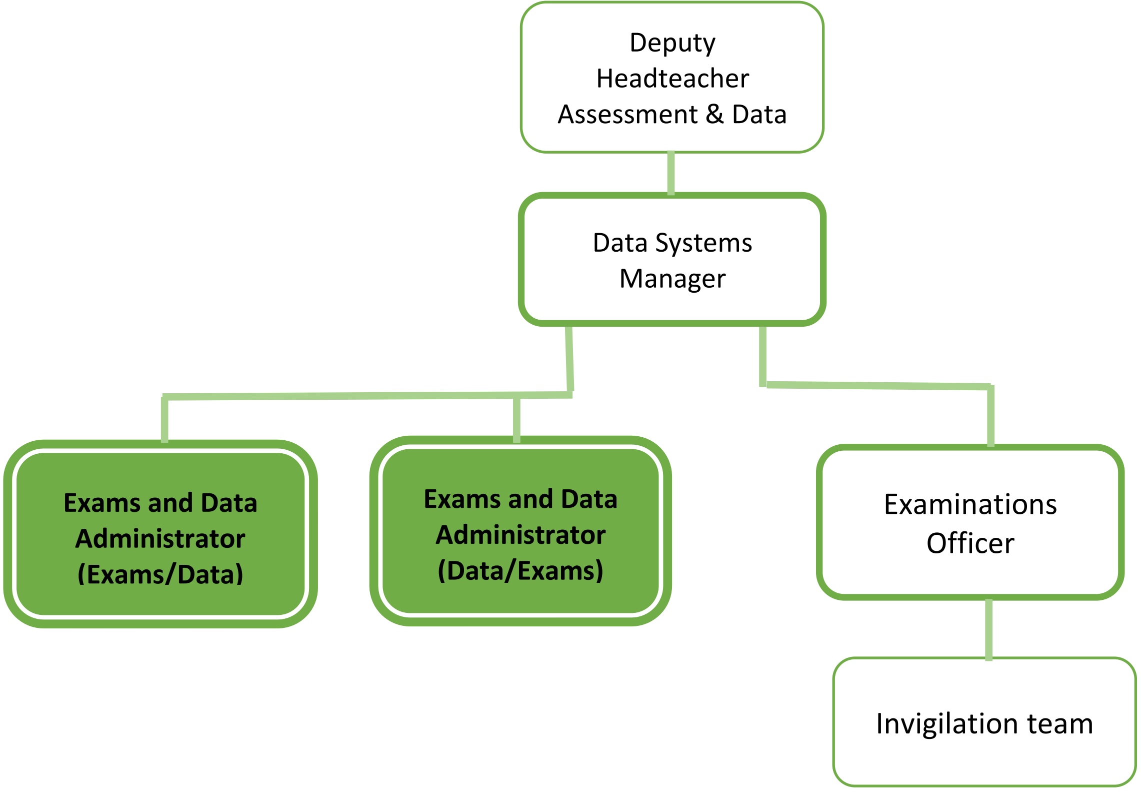
Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Child Protection, Health & Safety, No Smoking ,Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system for all staff.

Notes

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Organisation Chart Extract


Deputy Headteacher Assessment & Data
Data Systems Manager
Exams and Data Administrator (Exams/Data)
Exams and Data Administrator (Data/Exams)
Examinations Officer
Invigilation team

Appendix 1
Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Membership of Groups

From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2
Examinations and Data Administrator

Terms and Conditions of Employment specific to the post

Working Hours

For the combined post the hours equate to an average of 35.45 hours per week, 1418 hours over the academic year. The actual timings will be by agreement with the line manager, in line with general school policy based on 08:30 and 07:30 start times for normal and peak periods respectively. Flexibility will therefore be required due to business and examination needs and will involve working outside of core school hours at times.
Working weeks will be 40 weeks per year made up of 38 weeks (term time) and 1 week of Staff Learning Days plus 1 week to be worked during the school summer holiday to support Examinations Results Days.

For the split roles the hours are as follows:

Exams with Data Support– Average 19.075 Hours per week/763hours per academic year/ 40 weeks (as above)
Hours are flexible to meet the needs of the business and requires the post holder to work longer hours during the peak periods.
Therefore, during the normal periods, working hours are based on 18 per week 08:30 – 14:30 over 3 days a week.
During the peak periods hours are based on 22.5 hours per week working 07:30 – 15:40 over 3 days a week. Peak periods are estimated to be for 10 weeks a year.

Data with Exams Support – Average 16.3725 Hours per week/654.9 hours per academic year/ 40 Weeks (as above)
Hours are flexible to meet the needs of the business and requires the post holder to work longer hours during the peak periods.
Therefore, during the normal periods, working hours are based on 15 per week 10:00 – 15:00 over 3 days a week.
During the peak periods hours are based on 20.5 hours per week working 07:30 – 15:00 over 3 days a week. Peak periods are estimated to be for 10 weeks a year.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Holidays

a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
b) All holidays are deemed to be taken within school holidays.
c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band E (points 4-6) is within the range £23,115 to £23,893 per annum, starting point depending on experience and qualifications.

Exams & Data Administrator – 1418 hours per year/ 35.45 hours per week – salary based on hours and weeks worked calculated at £19,676 to £20,338 per annum subject to any continuous service.

Exams with Data Support– Average 763 hours per year/ 19.075 Hours per week - – salary based on hours and weeks worked calculated at £10,587 - £10,943 per annum subject to any continuous service.

Data with Exams Support – Average 654.9 hours per year/ 16.3725 Hours per week - salary based on hours and weeks worked calculated at £9,087 - £9,393 per annum subject to any continuous service.

All positions at Stratford-upon-Avon School are subject to Disclosure Barring Scheme
This post is subject to an Enhanced Disclosure.