Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Data and Exams Officer | | **Director/Service/Sector :** Children’s Services | | **Office Use** |
| **Band: 5** | | **Workplace:** Collingwood School and Media Arts College | | JE ref:  HRMS ref: |
| **Responsible to:** Business Leader | | **Date:** | **Manager Level:** |
| **Responsible for:** | | | | |
| **Job Purpose:** To develop the schools information systems to ensure that they support the school’s overall strategic aims and objectives. To be responsible for the management, analysis and dissemination of management information and to effectively manage the whole school exams process. | | | | |
| **Resources** | Staff |  | | |
| Finance | | Management of the exam budget | | |
| Physical | | All School Resources, including Grounds and Buildings, Accuracy and Security of all school databases. | | |
| Clients | | Extensive involvement: internally Teachers, Other Staff, Pupils, Governors and externally Parents, EducationWelfare Officer, Visitors, Members of the Public, NCC and Government Agencies | | |
| **Duties and key result areas:**  **Organisation**   1. Developing and maintaining the school’s use of data and to provide intelligence to the Senior Leadership team. 2. Supervise, train and develop other staff as appropriate 3. Ensure that work and priorities meet the needs and objectives of the school.   **Administration**   1. Analyse complex data sets to produce accurate and timely statistical analysis to inform targeted improvement planning e.g. assessment, behaviour, achievement, attendance, teacher standards, curriculum standards and overall school performance. 2. To ensure that all statutory statistical returns are completed and submitted accurately and to deadline. 3. To prepare complex reports for staff, students, governors and parents as directed by SLT 4. To work with SLT to develop and manage the school assessment data and any other associated data package. 5. To manage the archiving of pupil records in accordance with GDPR 6. Produce progress checks and reports on students 7. Manage the systems to enable effective monitoring of vulnerable students 8. Manage the schools assessment and progress tracking systems including the data capture from teaching staff. 9. Manage pupil leaver documentation   **Examinations**  Manage all aspects of the examination entry procedure including:  1. To collate and submit exam entry information to all external examinations boards  2. Liaise with teaching staff re: entries, access arrangements and special considerations.  3. To compile exam examination timetable  4. To disseminate exam entry and results analysis for SLT, staff, students and parents  5. To be responsible for the secure storage, handling, packing and dispatch of examination scripts  6. To invigilate examinations  7. To manage the monitoring and inspection process by examination board representatives  8. To distribute the exam results to students  9. To submit exam and assessment date to the LA Data Unit / Assistant Head  **Resources**  1.      Operate relevant equipment and ICT packages  2. Undertake research and obtain information to inform decisions  3. Provide advisory support and respond to complex correspondence.  **Responsibilities**  1. Comply with and assist with the development of policies and procedures relating to:  a. Child protection  b. Health and safety  c. Data protection  d. Confidentiality  Reporting all concerns to an appropriate person.  2 . Support the school’s policies that ensure equality of opportunity  3. Contribute to the overall ethos of the school  4. Establish constructive relationships and communicate effectively with external agencies  5. Attend and participate in regular meetings  6. Participate in training and development as required.  7. Recognise and share own strengths and areas of expertise and skills with others  8. To undertake other duties and responsibilities as required commensurate with the grade of the post  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | None  Normal hours but need to also work ‘out-of hours’ as necessary.  Normally indoors. | | |

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Person Specification

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| **Post Title:**  Data and Exams Officer | **Service: Education** | | Ref: 3107 |
| **Essential** | **Desirable** | | **Assess by:** |
| **Knowledge and Qualifications** | | | |
| * A-Level Business Management or relevant qualification * Working knowledge of a range of effective school improvement strategies * Thorough understanding of school performance analysis and the issues related to performance analysis | ● Degree in Business Studies or similar | |  |
| **Experience** | | | |
| * SIMS or similar Assessment Management data system * Experience of developing management school performance and data management systems, target setting and results analysis | * Working in a school. * Knowledge and experience of a local authority | |  |
| **Skills and competencies** | | | |
| * Excellent interpersonal skills. * Excellent organisational skills. * Excellent verbal and written communication skills. * Extensive skills in the use of Microsoft Office. (Word, Outlook, PowerPoint and Excel) * Ability to resolve problems and use initiative. * Ability to plan and prioritise work. * Ability to set and work to deadlines. * Ability to remain calm and polite under pressure. * Exercises due care and attention to detail. * To maintain strict confidentiality at all times * Reliable and keeps good time. * Promotes equal opportunities and diversity in all aspects of work. * Proactive, achievement orientated and work on own initiative * Create mark sheets * Ability to present information in a logical and systematic manner * Ability to prepare and deliver training |  |  | |
| **Physical, mental and emotional demands** | | | |
| ● Works in a seated constrained position. Some standing, walking, stretching & lifting.  ● Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands.  ● Contact with parents and visitors may result in some emotional demands.  ● Minimal exposure to disagreeable, unpleasant or hazardous conditions. |  |  | |
| **Other** | | | |
| ● Flexible approach to work |  |  | |