

Job Description and Person Specification

Job title	Exams, Census and Data Officer
Reports to	Marketing, Attendance and Admissions Manager
Contract	Permanent
School	The Gatwick School
Location	23 Gatwick Road, Crawley, West Sussex, RH10 9TP
Grade	West Sussex NJC Pay Scale Grade 9
Hours	37 per week
Working weeks	40

Job description

Role purpose

To be responsible for the effective management, administration and organisation of an inclusive examination and assessment process at The Gatwick School. This applies to internal and external exams, and ongoing periodical assessments across all year groups and phases. At all times ensuring the efficient and financially prudent operation of the function of the academy and its purpose of enabling the Chances, Choices and Culture for all students.

Have enabling responsibility within the Administration team for ensuring that the academy is compliant in its census reporting for both student and staff returns, liaising with relevant external bodies and internal colleagues, where relevant.

Key tasks

- Manage the exams procedures to ensure the overall smooth running of internal and external examinations and assessments, ensuring that all related administration and preparation is undertaken
- Complete external entries and securely store and send completed examination papers to external examination boards
- Liaise with Staff / Departmental Leaders regarding student examination entries
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements
 - Administration and coordination of all internal examinations
- Disseminate examination information to staff, students and parent/carers, including exam and invigilation timetables, guidelines and querying results
- Liaise with the Inclusion team to ensure appropriate examination access arrangements are put into place for students with additional needs

- The collation and analysis of all external exam results and data for internal and external bodies including the Headteacher, SLT, DfE, School Governors' Annual Report, School Prospectus, Local Authority, FFT and others, as appropriate
- Provide reports on examination results and assessment data for Heads of Departments, Subject Leaders, Progress Leaders and teaching staff as required and requested
- Recruitment, training and deployment of invigilators
- Support the analysis of examinations and assessment data producing easily accessible information for SLT, teachers and learners
- Resolve enquiries and manage non-payments of fees, special considerations and any other issues that may arise on an ad-hoc basis through liaison with the Finance function, Inclusion team, students and parents
- Be responsible for the timely collection and dispatch of examination scripts, ensuring full JCQ compliance at all times
- To manage the assessment recording and reporting processes and ensure that they work effectively for the Academy
- Support the use of statistical forecasting techniques such as FFT to set aspirational Academy targets
- Continually review and enhance the effectiveness of data collection into associated systems ensuring integrity of data for all School Census
- Carry out the full administrative duties for full compliance with all school census
- To work with the Trust's Compliance Officer, Academy finance team and other academic leaders to ensure the census is accurate to ensure full funding entitlement
- To ensure that all examination results are complete in appropriate systems, including all data on every new admission to the Academy
- Maintain student profiles with all admissions data
- Work with appropriate colleagues to carry out any administrative or data management tasks as required
- In collaboration with the Admissions and Human Resources leads, facilitate the onboarding of new learners and staff members on to online platforms/systems
- Ensure that all tasks are completed with GDPR in mind

Support of Colleagues

- Deputise for other team colleagues in their absence
- Support colleagues by providing front of house administrative support as part of the administration team, when required
- Provide routine administrative support for other staff (reprographics, word processing, etc)
- Work proactively and collaboratively with other members of the staff team

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

- Ensure that proper recording is carried out to meet the needs of the Single Central Record
- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person Specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
	GCSE level 4 or above in English and Maths, or equivalent	E	C

Qualifications	First aid trained, or willingness to become so	D	C/I
	Experience of working in a school environment	D	A
	Experience of working as part of a team	E	I
Skills and abilities	Experience of managing and developing school MIS software and data systems, such as SIMs, Arbor, BromCom, etc	E	I
	Experience of producing accurate data for reporting and assessment	E	I
	Experience of gathering and analysis of information in a friendly and accessible format	E	I
	Ability to utilise ICT effectively and efficiently in your work	E	I
	Excellent numerical skills, to undertake a variety of tasks, including data analysis	E	I
	Experience of organising exams within a school setting	E	I
	Knowledge of statutory data reporting requirements such as school census.	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Knowledge of, or willingness to learn, knowledge of the examinations system and examination board regulations	E	I
	Working knowledge of school management information systems	D	I
Attributes	Warm, friendly and professional manner	E	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I

	A commitment to giving pupils and families the opportunity to reach their full potential	E	I
	A passion for working with and supporting children and/or young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I