

## Job Description

### Post: Exams Officer

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Live the mission, values and drivers every day.
- Accurately manage, maintain and analyse academy data.
- Prepare clear and accurate student data for a wide variety of stakeholders using various system (e.g. Bromcom, 4Matrix), and spreadsheets as appropriate.
- Provide support and training for staff in relation to data management and analysis.
- Oversee the organisation and administration of all external and some internal examinations, as required.
- Manage the data and examinations budget accurately and efficiently.
- Follow all guidelines and procedures laid down by examination boards and the joint council qualifications.
- Ensure all entries are processed and checked for public examinations, working with the SENDCo to ensure all access students are fully supported.
- Produce accurate reports of students on courses for examinations entry purposes.
- Lead on the recruitment and training of invigilation staff and ensure that all examinations are adequately set up and staffed.
- Distribute external examination results, dealing with queries arising from results and administering re-mark requests.
- Lead on the population and maintenance of the online room booking system as required.
- Co-ordinate and help lead all in-year testing, e.g. literacy screening tests, reading tests and GL Assessment.
- Support the timetabling process and, where necessary, in-year changes and the production of student timetables for in-year starters.
- Ensure the academy is fully compliant and efficiently manage all aspects of data sources, including meeting GDPR guidelines.
- Maintain academy and trust systems, e.g. Bromcom and 4Matrix, and ensure records are accurate and up to date.
- Work with other data administrators / managers across our trust and keep up to date with the latest research and development.
- Maintain the utmost discretion and confidentiality.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***