

The King's School Chester

Job Description – Exams Officer & Data Manager



Responsible to: Director of Studies

Hours: Full time

JOB OVERVIEW

The Exams Officer & Data Manager has two core roles:

Examinations Officer

The Examinations Officer is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by JCQ, the Awarding Bodies and University Admissions Offices as appropriate. This includes responsibility for the examination invigilators. In addition, the Examinations Officer will have some responsibility for the administration and organisation of any internal exams or assessments in liaison with the Director of Studies.

Data Manager

The Data Manager is responsible for the overall consistency, accuracy, integrity and security of data within the School's Management Information System and associated data solutions. This includes the development and maintenance of the database, academic administration within the database, integration with third party systems, any required staff training, and end user support.

The Exams Officer & Data Manager will at all times treat the confidentiality and security of the data as of paramount importance.

Main duties and responsibilities will include:

Examinations

Entries & Planning:

- Liaising with Heads of Department, candidates, parents/carers and Awarding Bodies regarding entries.
- Submitting initial entry intentions, provisional entries, confirmed entries, amendments to entries, forecast grades and coursework/controlled assessment marks for external examinations to Awarding Bodies in advance of deadlines.
- Submitting entries for University Entrance Examinations to the Awarding Body in advance of deadlines.
- Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to JCQ and other Awarding Bodies for special arrangements for such candidates; ordering modified examination papers and materials in advance of deadlines.
- Resolving examination clashes in accordance with JCQ regulations; arranging both internal and overnight quarantine when necessary.
- Ensuring that candidates are aware of examination regulations and procedures; providing candidates with personalised examination timetables.
- Determining and staffing invigilation requirements; briefing and training invigilators in JCQ regulations and school procedures.
- Making appropriate examination arrangements for external candidates.
- Arranging external examinations for non-curriculum subjects, e.g. GCSE Psychology (SC) and 'mother-tongue' languages.

Submission of Work:

- Collecting, checking and despatching worked scripts in accordance with the regulations; organising courier services when necessary.
- Ensuring the despatch of any coursework or controlled assessments in accordance with the regulations in advance of deadlines.

Running of Exams:

- Managing the daily running of examinations, including internal examinations when required; ensuring that all materials required are in the examination rooms for the start of the examinations and that arrangements for candidates with special educational needs are in place.
- Ensuring that examination rooms meet JCQ requirements with regard to suitability, Health and Safety, security, and preparation.
- Providing a centre timetable to include dates, times, venues, number of candidates and invigilation requirements.
- Facilitating inspections by representatives from JCQ and Awarding Bodies.

Post-Results Services:

- Overseeing the receipt and checking of certificates; arranging amendments when necessary.
- Processing enquiries about results; arranging the distribution of re-mark results to candidates and SMT/HoDs as appropriate.
- Providing advice and documentation to the Head of Centre and HoDs regarding JCQ Appeals.
- Processing requests from candidates and HoDs for the return of photocopied and original scripts; arranging the distribution of returned scripts to candidates and HoDs as appropriate.
- Ensuring that costs of re-sits etc are reimbursed by candidates/departments, as appropriate.

Security:

- Maintaining a secure and efficient EDI data transfer system.
- Arranging the secure receipt and safe custody of examination stationery and materials, including pre-release documents, software and question papers; organising the distribution and return of examination materials in accordance with JCQ regulations.
- Ensuring the secure collection of, and processing of, results into the school MIS; dealing effectively with issues affecting results data and documentation; producing Provisional Statements of Results for candidates; overseeing the distribution of results to candidates.
- Maintaining and validating data held in the school MIS as necessary; resolving UCI issues effectively.

General:

- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate Awarding Body and other INSET training meetings; keeping up to date with the latest procedures and regulations for external examinations.

Staff and finances:

- Be responsible for the training of invigilators.
- Be responsible for checking invoices from Awarding Bodies.
- Be responsible for raising invoices and collecting fees for external candidates.
- Be responsible for raising invoices and collecting fees for Post Results Services; arranging for reimbursements as appropriate.

Data Management

- To manage and administer the school MIS database (iSAMS) and associated integration with other data solutions (AccountsIQ, ParentPay, SOCS, InVentry, Parents Evening Booking System, MyMaths, kerboodle etc.)
- To ensure consistency, accuracy and validity of data, developing new protocols for data processing and data entry procedures, in compliance with legal and data protection regulations
- Security and access level management of active database users. Starter and leaver processing, with key emphasis on safeguarding and data protection
- Staff training and induction, ongoing end user support
- Creation of iSAMS 'how-to' guides to assist teachers with common (or lesser known, helpful) functions.
- To keep abreast of any iSAMS updates and proactively ensure that relevant updates or features are highlighted to appropriate staff.
- Development of any data-related projects that may be required by the Director of Studies or Director of IT.
- To administer the assessment, tracking and reporting process for over 1100 students, involving the development of unique academic report templates across all 3 schools, staff support and grade publication
- Development and maintenance of report tools for centralised grade management and review

- Data extraction for academic and business purposes, including the work required for regular and periodic processing (Annual absence returns, Annual Census (SLASC & ISC) etc.)
- Support of the financial modules of iSAMS
- To develop bespoke system reports as required, involving complex query definitions for data extraction, including granular financial reports. These reports may involve using other packages such as Power BI.
- Timetable publication across all three schools
- Academic year setup and rollover
- Develop a set of data-cleansing reports / routines to help identify erroneous data quickly.
- Supporting the management of various other database facilities in use by the school, where necessary
- Liaising with external companies and service providers for technical support queries

Person Specification

Personal Skill Requirements include:

- *Education to at least Degree Level*
- *Previous experience with MIS Solutions (preferably iSAMS)*
- *Proven understanding of database management, development and programming languages (SQL, SSRS, ODBC etc.)*
- *Extensive spreadsheet management and design skills*
- *Excellent Analytical skills and an eye for detail*
- *Project management skills*
- *Continuous improvement mind-set*
- *Change management expertise*
- *Ability to Quality assure all elements under responsibility*
- *Comfortable working in a School environment, working with children and adults*
- *Have high quality inter-personal and communication skills*
- *Ability to swiftly deal with any issues in a calm manner*
- *Fantastic organisation and forward planning skills*
- *Reliable, honest & trustworthy and able to keep highly confidential information secure*
- *Keeps up to date with regularly changing market developments, training requirements and attendance of MIS specific user groups*
- *Previous experience working with examination boards, along with administering exams would be ideal.*

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

This job description is subject to annual review.

The role is deemed to be in regulated activity with a moderate level of contact with children on a day to day basis.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found [here](#)