

St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

Data and Examinations Officer Job Description

Reporting to: *Office Manager*

Data/Examinations Officer:

1. POST PURPOSE

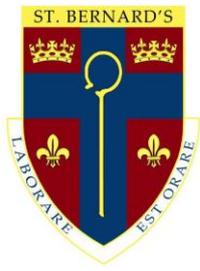
- 1.1. To supervise the day to day school administration function in liaison with the office manager. To facilitate the effective running of the student assessment and examination processes by providing and managing a range of administrative and organisational services to school staff, students and external bodies.

2. DATA, ASSESSMENT AND RECORDING

- 1.1. To be the point of contact for GDPR within the school, including responsibility for implementing systems, ensuring policies, procedures and documentation is up to date in liaison with the external consultants.
- 1.2. To oversee the schools MIS system relating to all aspects of student records to ensure it is maintained and up to date with accurate information at all times including personal, academic and other relevant aspects of student data.
- 1.3. To administer and manage the schools reporting system to parents.
- 1.4. To support the administration and arrangement of parents evenings.
- 1.5. To provide information relating to attainment and achievement to school leaders to support the analysis of academic performance, including GCSE results.
- 1.6. To be responsible for the set-up, maintenance and support of pupil assessments within the schools MIS software and analyse data to produce reports.
- 1.7. To ensure that Year 7 intake data is complete and accurate and imported to the system using DFE supported data resources.
- 1.8. To provide staff training in the use of the schools MIS system on induction and as required.
- 1.9. Oversee and maintain student records and data across a range of different platforms.

3. EXAMS AND ASSESSMENTS

- 3.1. To acquire and maintain an up to date knowledge of the examinations system, examination board regulations and any changes that occur within the examinations field.
- 3.2. To contribute to the development and organisation of the exams/assessment policies and processes in line with regulatory, national and examination board requirements.
- 3.3. To ensure that the systems used for submission of exam entries and for receipt, recording and issuing results is working effectively and reviewed regularly.
- 3.4. To be the school's principal link with examination boards and administer the complete examination process (entries, sitting, sending, results etc.) for any external examinations.
- 3.5. To receive, check and supply students, parents, staff and invigilators with relevant and accurate information regarding entries and dates/times of examinations.
- 3.6. To manage the receipt of examination results on results day and organise the distribution of results to students and relevant data to the senior leadership and subject leaders.
- 3.7. To coordinate re-marks where required as directed by the Senior Leadership Team.
- 3.8. To ensure relevant statutory and Examination Bodies returns are completed on time and to the agreed standards.



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- 3.9. To ensure all records are maintained and statistics and data analysis information is provided in accordance with the Data Protection Act.
- 3.10. To ensure the invigilators are aware of the relevant policies, procedures and guidelines regarding examinations.
- 3.11. Administer the internal pupil data collections used for reporting and tracking process for student progress.
- 3.12. To undertake administration in line with the schools financial procedures in relation to ordering exam entries and remarks.

4. ADMINISTRATION

- 4.1. To assist with overseeing and checking external parental communications being sent out via the schools communication system.
- 4.2. To coordinate and assist with organisational and administration support as directed by senior staff.

5. OTHER

- 5.1. Any other duties reasonably requested by the Headteacher.

6. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 6.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- 6.2. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- 6.3. To develop effective professional relationships with colleagues.
- 6.4. To actively support the corporate policies of the school.
- 6.5. To comply with the school's Health and Safety Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.