

# RAVENSWOOD SCHOOL

## JOB DESCRIPTION

### **School Data Administrator / Exams Officer** **Salary Grade – JG5**

**(28 hours per week – 39 weeks per year, 5 inset days plus 2 exam results day)**

#### **Job Purpose and Context:**

- To promote and support the school in fulfilling its aims by working as part of the administrative team.
- To produce termly reports and data on pupil progress, behaviour and attendance to support SLT.
- To manage the conduct of and administration for all external examinations.
- Provide administrative support for Work Experience placements as required by the Careers Lead.

#### **Responsibilities and Accountabilities:**

##### **School Data Management**

- Complete school Census (Oct, Jan and May)
- Pupil file management using SIMS
- Pupil admissions and leavers' information processing and transitions
- Add new applicants in SIMS, request information from previous school, once accepted, request pupil CTFs and import into sims. Admit applicants in SIMS when they start. Set up marksheets and reports in SIMS for pupil data input for the year, and make them available to teachers (Dec, April and June)
- Export pupil levels into Excel for analysis and provide results for SLT, class teachers and governors
- To set up individual pupil progress sheets and upload in SIMS
- Provide pupil progress data to SLT and other staff as required
- Update Annual Review paperwork to show pupil progress and attendance.
- Analyse Behaviour data for each term.
- Produce termly Staff and Pupil Accident reports
- Produce termly Attendance Reports
- Provide cover for the school reception; directing telephone calls, visitors and managing the front desk as and when needed.

##### **Exams Officer**

- To work with the relevant staff to ensure correct entries are made for all public examinations and SATs by deadlines including providing order forms for entry fees and predicted costs to Finance Officer.
- To draw up examination timetables, book rooms and provide seating plans and individual timetables and rules of conduct to students and parents.
- To check in and store securely all examination papers posted to the school, to ensure sufficient stationery and materials for each examination and to ensure completed papers are collected and posted securely.
- To apply online for Access Arrangements as requested for candidates and retain evidence of need.
- To provide exam numbers, generate UCIs (unique candidate identifiers) for students, and make them available to class teachers.

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- Request ULNs (Unique learner numbers) for all students aged 14+ (required for Census)
- To be responsible for the administration of all online testing, including the liaising with the Network Manager.
- To ensure the school meets all the regulations laid down by the examinations boards and keep abreast of new developments.
- Organise the setting up of exam rooms to include seating plans and cards, water, and correct exam notices. Provide a plan showing all exam details including allocated invigilators and support staff.
- Ensure invigilators and support staff have had training with regard to exam procedures and Exam Board updates.
- To prepare for the visit of Exams Inspector; providing paperwork such as Access Arrangement documentation, details of relevant school policies, and ensuring exam storage is appropriate and tidy, and all correct exam notices are displayed.
- To ensure all exams are run according to requirements of JCQ Instructions for Conducting Exams (ICE) Book.
- To work on the GCSE results in August. To be responsible for the processing, compilation and distribution of result documentation to students and staff. To telephone parents of GCSE candidates to inform of results and deal with queries from students, staff and parents.
- To manage the checking of external examination results. To complete relevant forms required by external bodies e.g. LEA / DfE under the supervision of the Deputy Head Teacher.
- To oversee the collation and distribution of certificates.
- To advise SLT of issues requiring further discussion or decisions which are beyond the responsibilities of the Exams Officer.

### **Work Experience Administrator**

- Identifying and checking potential employers, liaising with form tutors and Careers Lead and families to match students to employers; sending letters to parents, contacting employers, ensuring Health and Safety procedures and permissions are in place.
- Using the CSW Enterprise work experience system to ensure all placements have H&S checks and appropriate paperwork in place
- Providing pupil care plans in confidence to employers, with parental permission. Helping to arrange pupil transport to and from work experience.
- Setting up the Celebration Event for students and Work Experience providers when students display their Work Experience presentations.
- To provide a sheet with all qualifications for each student to add to application forms.

**Any other reasonable duties as requested by the Headteacher.**