

SIR FREDERIC OSBORN SCHOOL – JOB DESCRIPTION EXAMINATIONS AND SIXTH FORM DATA MANAGER



Job Title:	Examinations and Sixth Form Data Manager
Grade:	H7
Hours:	8.00am to 4.00pm (37 hours) term time + 1 week (39 weeks)
Responsible to:	Headteacher

Overall responsibility: To be responsible for internal and external examinations in school in accordance with identified regulations (GCSEs, A2/AS levels). Maintain and develop accurate and timely data for assessment, recording and reporting for KS5 students.

Main areas of responsibility:

Examinations

- To liaise with the Senior Leadership Team over issues relating to public examinations
- To inform departments of any changes in regulations concerning specifications, examination rubrics and coursework, including submission of coursework and its marks
- Act as Centre Manager for European Computer Driving Licence Qualification
- To identify with Subject Leaders the names of candidates to be entered for examinations and at which level
- To make all entries to the Boards before the closing date and deal with any other related administration, including special requests and requirements
- To ensure that candidates are aware of their entries and to inform them of the dates of examinations and regulations concerning those examinations, including the role of medical certificates
- To ensure that parents know their obligations concerning their children's entry, including the circumstances for paying examination fees
- To ensure accurate financial records are kept relating to all examination entries
- To inform the SLT lead responsible for examination cover of the dates and length of examinations and any special requirements as soon as these are known
- To be responsible for the security of examination papers from their arrival in the school, to the dispatch of scripts
- To be responsible for laying out the examination room(s) as required by Examination Boards and to ensure that all other regulations and conduct within the examination are correctly observed. To ensure that there is adequate stationery. To ensure that invigilating staff are aware of regulations on invigilation and conduct within the examination room
- To ensure that candidates' scripts are correctly headed before dispatch and to arrange for the dispatch of those scripts, on the same day as the examination if possible, to the appropriate destination
- To deal with any problems that arise during examinations within the constraints of the regulations, with support from senior staff as appropriate
- To advise on regulations concerning examination results
- To deal with requests from external candidates
- To distribute information to staff and arrange for the collection of examinations material, where necessary.
- Produce data for results day. Provide guidance to students in Year 11-13 regarding results, including University guidance

Sixth Form Data

- Provide data for the production of ALPS reports based on Summer results (A2/AS/BTEC)
- Provide data for the production of ALPS monitoring reports
- Update and produce internal ALPS subject reports
- Ensure progress checks are completed and quality assured to agreed timescales by teaching staff. Escalate issues as appropriate to Director of Learning Year 12 and 13
- Produce student reports for parents from Progresso to agreed timescales



SIR FREDERIC OSBORN SCHOOL – JOB DESCRIPTION EXAMINATIONS AND SIXTH FORM DATA MANAGER

- Input and update students onto courses using Progresso
- Work with Consortium Data Manager to ensure all course queries are resolved prior to audit checks
- Provide sixth form student learning aims to Data Manager
- Maintain post 16 course portal (DFE)

Person specification:

The person appointed needs to:

- Be IT literate
- Have experience of database development and management
- Have high level interpersonal skills
- Be able to think logically
- Be well organised and systematic in managing workload
- Be able to work on their own, using their initiative

The postholder is required to be in school for the public examination results days in August.

Additional Information

This is a key role within the school which is likely to involve access to highly confidential information. All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date