



Mossbourne
Federation

Exams Officer and Data Assistant

Job Description

Date last reviewed on:	
Date to be revised on:	



POSITION	Exams Officer and Data Assistant
SALARY	Support Staff Scale – Spine Point 18 (£30,784) to Spine Point 24 (£36,745)
START DATE	ASAP
HOURS	37.50 Hours per week
FULL TIME EQUIVALENT	Full Time [52.143 weeks per year]
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Trust Data and Exams Manager
LOCATION	As directed
KEY WORKING RELATIONSHIPS	The Federation Data Team, SLT, ELT, Teachers, Students and Parents

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

If you want to be part of the team that is improving the life chances of our students, then read on.

Job Summary

The successful applicant will be responsible for organising the examinations at an individual school, with support from the Trust Exams Manager. You will be responsible for ensuring effective and efficient examination provision, both for internal examinations and public examinations. In addition, you will provide support as required to the Trust Data and Exams Manager, or Data Manager for your hub, to ensure that the data management support delivered for our schools is exceptional.

Main Duties & Responsibilities

Exams

- Support, where required, with the co-ordination, preparation and submission of entries to the examining boards.
- Co-ordinate timetabling, accommodation and stationery for examinations.
- Ensure examination regulations are complied with including, but not restricted to, student conduct and invigilation.
- Support with the management of a team of invigilators: including recruitment, training and deployment.
- Ensure all pupils are communicated with regarding exam scheduling.
- Correspond, as necessary, with the examining bodies.



- Manage appeals, special dispensation and/or absence.
- Ensure appropriate arrangements are made for pupils with special requirements.
- Receive and issue exam results.
- Ensure all exam papers and student results are stored securely and in line with regulations.
- Liaise with examination bodies regarding inspections and changes to guidance.
- Keep up to date with policies, procedures, rules and regulations laid down by the examining bodies.
- Any other duties commensurate to the level of the post.

Data

- Support the Data Manager in the development/maintenance of the academy's management information systems to ensure that they are operating effectively throughout the academy.
- Accurately and promptly input data into designated MIS modules, use and manipulate, download, verify and distribute associated output as required.
- Independently set up mark sheets, other data sets and operating the Assessment Manager tool and any other similar software modules as required to support the monitoring of progress and tracking of attainment indicators.
- Ensure that data relating to teacher assessments and internal examinations is entered into the academy database within identified timeframe.
- Create data in a clear, concise, easily understandable way.
- Assist the Data Manager by liaising with appropriate staff to ensure that all statistical and stat returns to stake holders are accurate and submitted on time, including all aspects of the Census returns.
- Liaise with relevant staff to co-ordinate the receipt of all aspects of data relating to the Year 7 intake, Sixth Form intake and casual admissions.
- Take the lead in the production, collating and dispatch of all academy reports and interim grades, in line with the academy assessment recording and reporting policy.
- To provide accurate and timely support to the SLT responsible for timetable including inputting student class lists in response to set change decision or class changes for the academic year and manage changes throughout the year.
- Assist with the Student Options yearly process.
- Keep abreast of current guidance, requirements, and good practice in relation to target setting, the effective use of data and the construction of an effective curriculum timetable.
- Keep up to date with all Curriculum and ICT developments.
- Any other duties commensurate to the level of the post.

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task
Experience				
E	Experience of working in a comparable administrative role	X	X	



D	A strong understanding of data and examination processes	X	X	
D	Knowledge of procedures for exams	X	X	
D	Experience of working with young people	X	X	
E	Knowledge, understanding and commitment to equal opportunities	X	X	
D	Experience of working with SIMs	X	X	
E	Experience of managing own workload to meet conflicting demands and deadlines to complete tasks	X	X	X
E	Experience of working in a high-pressured environment	X		X
Qualifications				
E	Grade C or Level 5 in GCSE English Language and mathematics		X	
IT knowledge				
E	Strong knowledge of the Microsoft Office suite (Word, Excel, Outlook, Publisher, Power Point)		X	X
D	Ability to swiftly adapt to and utilise new/various systems / software		X	
Behavioural Competencies				
E	Attention to detail, with a high standard of literacy and numeracy	X	X	X
E	Excellent planning and organisational skills	X	X	
E	Integrity and high levels of motivation and commitment	X	X	
E	Good interpersonal and communication skills	X	X	
E	Ability to develop and maintain good working relationships with the whole academy community and to work as part of a team	X	X	
E	Ability to be flexible and calm	X	X	
E	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	X	X	
E	Ability to maintain confidentiality	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Recognise your role as part of the succession of Mossbourne	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X



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Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

The document is not a comprehensive list; it simply outlines the expectations of this role.

This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.