

Linwood School

Examinations/Data Administrator

Job Description

JOB DESCRIPTION:	Examinations/Data Administrator
GRADE/SALARY:	Band F SCP 12-17 £26,421 – 28,770 FTE pro rata
HOURS OF WORK:	15 hours per week, Monday to Friday term time only (Days can be flexible - required to attend on GCE & GCSE Examination Dates)
REPORTS TO:	Exams and Data Manager

1. Purpose of Post

- To assist with the administration of all external and internal awards, examinations and qualifications for a variety of KS4 & KS5 qualifications including Preparatory Awards, Functional Skills, BTECs, GCSEs, and other vocational qualifications.
- To assist with maintaining the integrity of the examination system on behalf of the examining boards, the School and the candidates by giving due regard to the wide variety of regulations.
- To assist with maintaining and updating where necessary the assessment tracking system used to monitor pupil progress.

2. Main Duties and Responsibilities

- Create and maintain user accounts on Evidence for Learning
- Responsible for printing, issuing and monitoring Functional Skills Entry Level secure tests, OCR Entry Level Science controlled assessments
- Maintain Reading Test outcomes spreadsheet
- Maintain process manual as appropriate
- Maintain Invigilator training records
- Invigilate exams as and when required
- Prepare student timetables
- Prepare exams day notices and candidate information
- Prepare mailshots to candidates/parents/carers as applicable
- Enter accreditation registrations
- Prepare portfolios for external moderation
- Manage Exams in the Linwood inbox
- Photocopying, scanning, filing and confidentially disposing of exams materials as appropriate
- Maintain confidentiality of student data in accordance with the Data Protection Act
- Circulate incoming information, logging important communications, ordering stationery and other materials and generally ensuring an efficient Exams Office environment.
- Book script collections
- "Check in" exam board certificates, process and maintain records for their despatch

- Maintain security of exam papers and information together with Exams/Data Manager
- SATs preparation and administration
- Maintain schedule of work alongside Exams/Data Manager
- Administer Reporting to Parents process
- Archiving exams materials in accordance with examining body guidelines
- Process claims submission for coursework-based accreditations.
- Provide advice and guidance to teachers on aspects of the exams process, protocols and timelines.
- Key contact for:
 - ASDAN
 - Functional Skills
 - Unit Awards
- To assist with exam day arrangements and processes including timely communications to candidates, parents and staff, the invigilation and conduct of examinations, the storage and security of exam papers and student scripts.
- Liaise with the Awarding Bodies to resolve issues in a timely manner.
- Take advantage of networking and training opportunities where agreed and appropriate in order to stay up to date with changes in systems and processes.
- Input pupil led data e.g. assessment and examination data
- Generate ULNs and Candidate numbers.
- Complete Alternative sites form and submit in a timely manner.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.