

IMPORTANT

**THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

**Job Title                      Data and Examinations Officer**

**Reference                      AAAE5292**

**Grade                              5**

**1 BASIC JOB PURPOSE**

To support the management, administration, organisation and smooth running of the Examination process (internal and external exams) within the school. To provide senior management with information on examinations, data and target setting and to administer Parent's Evenings.

**2 MAIN RESPONSIBILITIES**

NO	
1	Liaising and supporting the coordination and administration of the examination process. Liaising with staff, students and exam boards. Resolving queries and problems.
2	Maintaining data integrity within ARBOR including the input and updating relevant data on the management information systems (including, but not limited to, ARBOR and SISRA), in order to ensure that comprehensive data and information is available to the Head teacher and governing body, LEA and other agencies; thereby ensuring effective and efficient management of the school.
3	Provide support for the Data Manager in terms of the data collation and checking of student reports along with their production and distribution in line with the school calendar.
4	Support the Data Manager with the online booking system for Parent's Evenings throughout the academic year and to liaise with parents / carers for any queries.
5	Support with the coordination of all aspects of the exams result process in conjunction with the Exams Officer
6	Managing exam papers and associated paperwork in an effective, efficient and secure manner, both in the run up to the exams season as well as on the day of the examination.
7	Managing the non-payment of fees, special consideration and other issues. Liaising with Finance Office, SENDCo, students, parents etc
	Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Council Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Council of Cheshire.