



WALTHAMSTOW SCHOOL FOR GIRLS

“NEGLECT NOT THE GIFT THAT IS IN THEE”

Job Description

Job title:	Data, Examinations and Compliance Officer
Reporting to:	Data Manager
Line management of:	Invigilators
Liaising with:	Invigilation Team, Senior Leadership Team (SLT), all Teachers and support staff, governors, LA representatives, external agencies and parents/carers.
Working time:	36 hours per week (8.15am-4.00pm) 48.95 / 49.62 weeks per year, including two weeks in August for processing and analysing exam results
Salary:	SO1 - SO2
Disclosure:	Enhanced

Key Responsibilities	- To be responsible for the planning and administration of all public GCSE and internal KS4 examinations - To manage GDPR compliance issues and the processing of requests - Assist with the management of the school's MIS system, SIMS, Edulink and whole school data analysis - Contribute to the effective management of whole school assessment systems and ensure that the analysis, review and evaluation of data is accurate and robust - To assist in the strategic approach to the interpretation and analysis of student data so that staff feel confident in identifying barriers to learning and progress, ensuring that the needs of students are successfully met and that we 'bring out the gift' in each one.
Core Purpose	- Utilising the efficient and effective use of data and examination systems to foster the achievement and wellbeing of students so that we 'bring out the gift' in each one. - Being a role model for others, demonstrating high standards and promoting the school values. - Demonstrating a commitment to inclusion and diversity, the school ethos, vision and values. - Working in partnership with staff, students and parents / carers to provide effective administrative and systems support for all aspects of data, assessment, compliance and examinations, with a clear focus on supporting the learning and achievement of all students.

Exam Administration	• To be responsible for all aspects of exams administration and compliance according, in line with JCQ regulations • To be responsible for ensuring all special considerations and any other requirements related to the smooth running of the examination system are carried out • To be responsible for data entry of all examinations and assessment related data on the School's MIS • To be responsible for liaising with the SENDCo and/or Assistant SENDCO to ensure that access arrangements for qualifying students with learning difficulties are met in accordance with the JCQ regulations and that these are accommodated within the exams • To be responsible for the administration of CATs examinations as required • To be responsible for the uploading and downloading of key examinations data from examination boards and EDI systems in a timely manner • To be responsible for liaising with Heads of Subjects and/or any other members of staff to ensure that the correct entries are made for all Yr7 progress tests, CATs, GCSEs and other examinations • To be responsible for making arrangements for community languages examinations • To be responsible for regularly reviewing and updating all key exam documents such as: risk assessments, controlled assessment guidance and examinations, evacuation and equality policies • To be responsible for producing student and teacher examination guides annually • To be responsible for the distribution of results to students on examinations results day • To be responsible for arranging re-marks, as requested and dealing with queries about exam results from the examination board • To be responsible for obtaining all moderator reports and for distributing to Head of Faculty and Line Manager • To be responsible for investigating reports of alleged misconduct by candidates in exams and to complete misconduct reports for the relevant exam board
Invigilation	• To be responsible for managing and leading an efficient and effective examinations team and producing an annual quality review of the work carried out • To be responsible for overseeing the recruitment process of Invigilators as required • To be responsible for organising and delivering training to all invigilators to ensure they can correctly discharge their duties as an invigilator and to ensure they are regularly updated on any changes to their responsibilities
Organisation	• To be responsible for ensuring all examination board deadlines are met • To be responsible for the construction of examination timetables when exam details are released, in liaison with the Senior Leadership Team, in order to determine issues related to invigilation, study leave and general school planning • To be responsible for the efficient and effective organisation of all aspects of examination administration, including issuing statements of entries to students and staff; making provision for exam clashes; managing room changes; producing seating plans; supplying stationery; monitoring attendance. • To be responsible for the checking all completed exam answer papers are checked, sorted, prepared and dispatched according to JCQ regulations

	• To liaise with the site staff to ensure exam regulations are fully met when laying out the exam locations • To be responsible for the legal compliance with all JCQ regulations • To ensure all consumables required for administering the exams are procured in a timely manner • To be responsible at the end of each exam for the; packaging, secure storage and dispatch of completed scripts to exam boards
Assessment and Data	• To assist the Data Manager in the production of all relevant assessment data reports as part of statutory and internal reporting processes • Liaising with Heads of Faculty to ensure forecast grades are sent to the examination boards in a timely manner • To be responsible for ensuring quality assurance checks are performed on the examination entry and results data • To be responsible with the Data Manager for providing relevant statistics on examination entry and examination results to the Headteacher, Senior Leadership Team, the Governors, the LA and the DfE, etc • To assist in preparing data analysis spreadsheets to assist Heads of Faculty with data analysis
Data Compliance	• To administer all Subject Access Requests (SARS) received by the school and seek advice from the Data Protection Officer as required • To liaise with the Assistant Head (i/c Assessment and Data) and the Data Protection Officer and log and process Data Breaches in a timely manner • To conduct Data Impact Assessments for any new data systems we are about to adopt • To assist with the termly School Census returns in partnership with the Data Manager
Training	• Keep abreast of developments with relation to examinations and assessment and seek appropriate training if required to support those development • To be a member of the local and Examination Officer's forum and National Examinations Officer's Association and to attend appropriate training
Other duties	• To deputise for the Data Manager in times of absence • To deputise for the Cover Manager in times of absence and assisting the Cover Manager during busy periods with extraordinary exchange cover requirements • To ensure availability during term-time holidays in critical weeks when examination results are released and analysed
School Ethos	• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example • The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to be flexible and carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post
Whole School Contribution	• To contribute to the development of whole school policy related to data, examinations and compliance • To support the school's ethos, vision and values, aims and policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The Governing Body and the Local Authority are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the latest national guidance and regulations on safeguarding and child protection. This role is subject to an enhanced DBS check.

December 2025

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
	Qualifications				
1	Good general standard of education	/		/	
	Experience				
2	Relevant work experience	/		/	/
3	Experience of using a wide range of computer software and / or management information systems, including spreadsheets and data bases, Excel and SIMS	/		/	/
4	Experience in one of the following areas: administering school examinations; data analysis and management; compliance		/	/	
5	Knowledge / experience of working in the education sector and/or schools		/	/	
6	Knowledge / experience of project management in an area other than in education		/		
	Special abilities and aptitudes				
7	Flexibility and ability to work under your own initiative and as part of the Examinations and Data team	/		/	/
8	Excellent communication skills, at all levels, both verbally and in writing	/		/	/
9	The ability to deal sensitively and in confidence with a wide range of issues relating to working practices	/			/
10	Thinks creatively, solves problems and has an eye for detail	/			
11	The ability to work systematically and logically using or facilitating a strategic approach to an aspect of data, compliance, examinations or administration	/			
12	Ability to work under pressure, to meet targets and deadlines in a pressurised work environment	/		/	/
13	The ability to input and analyse data, using appropriate systems and applications	/			/
	Other				
14	Reflective, self-motivated and driven to achieve the best for all students, in line with the school's vision and values	/			
15	Commitment to the LA's Equal Opportunities Policy and acceptance of their responsibility for its practical application	/		/	/
16	A willingness to learn, be ambitious and to invest in own development	/		/	
17	Commitment to safeguard and promote the welfare of children and young people	/			

Disqualifying Factors

Indication of sexist, racist or anti-disability attitudes or any other inconsistent with the Local Authority's Equal Opportunities Policy

this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.