

Location:

6 Cresswell Park, London

Full job description:

Data & Exams Officer – JD

Based in Blackheath London

3 days per week

£40,000 pro rata

Purpose: To maintain a good general knowledge of the school's system in order to carry out duties effectively.

Manage work of a complex nature, with a high level of commitment.

Key Responsibilities:

- Assist with the production of timetables using the school's MIS system iSAMS
- Smooth running of school's data systems
- To understand the regulations and requirements of all examinations held at the school, both internal and external
- To comply and keep up to date with all JCQ and awarding body regulations
- To disseminate information from exam bodies to relevant staff and to deal with complaints and enquiries to do with examinations
- To collect, collate and submit examination entries, amendments, audit grades and other returns necessitated in line with both external and internal deadlines
- To work professionally with key staff to support their examinations and data requirements, particularly liaising with the Head of Centre to organise special arrangements for students with SEN
- To provide a centre examination timetable for the Head of Centre, helping resolve examination clashes
- To organise the examination materials and rooms in accordance with regulations, ensuring the school complies with invigilation, JCQ regulations and examination security regulations, and to effectively manage any JCQ inspections
- To manage the running of internal and external examinations
- Any other Exam requirements, as may arise throughout the academic year
- To produce reports from the school's Management Information System (iSAMS)
- To assist with Certification collation, storage of data and secure destruction
- On occasion be required to take minutes for school meetings
- Comply with Health and Safety regulations
- Undertake the role in a flexible fashion
- Photocopying, scanning, shredding and filing

Key requirements:

- Excellent organizational and planning skills with good attention to detail
- Computer literacy
- An ability to deliver to given timelines and targets

- To use own initiative
- Experience using MIS iSAMS

Expected hours: 22 – 24 per week

Schedule:

- Monday to Friday

Work Location: In person

Expected start date: 01/07/2024