



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our mission is simple, we aim to enable all pupils to achieve:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings', our mission and values drive all that we do and as a result we aim for all staff to enjoy impeccable behaviour with respectful, hardworking, and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of Data & Exams Officer provides an invaluable service to the school.

We have the same ambitions for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where all staff thrive because we keep learning at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will be:

- A systematic thinker with proven analytical and problem-solving skills and the highest levels of attention to detail
- Proficient in Microsoft Office, specifically Excel and SIMS
- Able to work on their own initiative, organising and prioritising their workload
- Excellent communicator who can work effectively within a team
- Understanding of the importance of their role in supporting and promoting Kings' values





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Job title: Data & Exams Officer

Required: March 2023

Location: Kings' School, Winchester

Salary: Grade E - £28934.00 - £32026.00

Hours: 37 hours, 52 weeks

We are looking for an enthusiastic and reliable Data & Exams Officer to join our excellent Admin team from March 2023. You will assist the Data and Information Systems manager with the exciting development and updating of our school data management process. You will also be responsible for the effective administration of the exams processes within school.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our [website](#).

Please submit your application to, recruit@kings-winchester.hants.sch.uk

Closing Date: 8:00, Tuesday 31st January 2023

Interview Date: To be confirmed

We reserve the right to close this advert earlier than the stated date, if appropriate.





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Kings' School mission and values

At Kings', our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





Job Description

Purpose of the role

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to always ensure the security and integrity of the examinations/assessments
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place
- Ensure school data is maintained to the highest standards showing accuracy and attention to detail.
- Collate and export information held on the school information management system ready to use in other school systems.
- Work closely with the Data Manager to maintain and manage academic related data, providing training to other office and teaching staff on the integrity and accuracy of data input, when required.
- Work closely with the School Business Manager to ensure compliance with GDPR regulations.

Main duties and responsibilities

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre





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- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Effectively managed the examination entries process
- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing, and invigilation of examinations in accordance with the regulations
- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Effectively manage the examination results and post-results process
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations
- Ensure regular checking, cleansing, and purging of data to ensure accuracy and compliance with data protection guidelines, in particular GDPR.
- Consult with colleagues from other departments and SLT, attending meetings where required.
- Disseminate information to Heads of Departments and SLT.
- Assist with the collation and analysis of exam results for SLT.
- Design, prepare and present reports for statistical analysis using the school information management system, SISRA, power BI, and FFT.
- Be active in your professional development within the role, keeping up with training and new initiatives.
- Be prepared to assist with other data and administrative tasks as required.
- Fulfilling wider professional responsibilities
- Play a full part in the life of the school, supporting the aims and ethos of the school whilst encouraging staff and pupils to follow your example.
- Engage fully with the performance review process.
- Adhere to all school policies and procedures.
- SIMS data related activities as directed
- Work with the Data Manager to create pupil and staff timetables
- Update pupil timetables regarding set changes, ensuring class registers are accurate at all times.





Person Specification

A Qualifications	
At least 5 GCSEs Grade A-C or equivalent, including Maths & English.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school.	A/I
Experience in a comparable data administration role.	A/I
Ability to develop and produce data reports and disseminate to key stakeholders of the school.	A/I
Understanding of school examinations processes, desirable.	A/I/R
Experience in an administrative role.	A/I/R
Good understanding of confidentiality.	A/I
A good understanding of integrity and accuracy of data.	A/I
Experience working with external regulatory bodies and stakeholders, desirable.	A/I/R
Experience using Schools Information Management System (SIMS).	
Working knowledge of information management systems and ability to effectively use Microsoft Office applications, specifically Excel.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills.	A/I
Ability to work on your own initiative and to organise and prioritise your workload.	A/I
Efficient and effective organisational skills.	A/I
Ability to concentrate on detailed work for short/medium periods of time,	A/I
Have a great work ethic and to show willing to explore new ways of working.	A/I
Ability to work well in a team and independently.	A/I
Able to manage own workload, meeting deadlines and prioritising where necessary.	A/I
D Confidential Reference	
Positive recommendation from all referees, including current employer	R





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A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values, and ethos excite you, please do [visit](#) the school website or contact us to find out more about our school, the role, life in Winchester and how to apply.

