



**Ackworth  
School**

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| <b>Job Title</b>  | Examination and Data Administrator |
| <b>Date</b>       | January 2026                       |
| <b>Department</b> | Academic                           |
| <b>Reports to</b> | Examination and Data Officer       |

#### **Purpose of the Role**

To provide administration support to the Exams/Data Officer in order to deliver a streamlined examination calendar and ensure the provision of data to academic staff through the inputting and processing of pupil information.

#### **Departmental Information**

The role sits as part of the wider administration team and is expected to follow the same guidelines for internal and external communications whilst still maintaining high levels of compliance both as part of the role specifics and wider GDPR.

The main point of contacts on a daily basis will be to the Exams Officer and liaising with the academic staff for data and assessment, Learning Support for exam arrangements and the SLT.

#### **Main tasks and responsibilities**

##### **Data and Assessment**

Input into the school's pupil performance data collection systems, for analysis by colleagues.

Ensure that complete and full educational data is available for all students.

Input into the school's assessment and reporting system (maintaining the database, uploading classes, distributing results).

Assist the Senior Leadership Team (SLT) by providing the relevant data to enable them to review the progress of individual Curriculum areas, departments.

Support with reporting cycles data ensuring it is uploaded by the academic staff and made available to parents through the Parent Portal at the agreed frequency and format.

## **Examinations**

Support the full range of administrative tasks for the examination process:

- Keep detailed real time records, showing examination entries for all students.
- Deal with the requirements of examination boards for the effective administration of examinations and providing relevant statistical reports as required.
- Liaise with examination boards in respect of administration of entries, coursework requirements, conduct of examinations and results. Submit all entries ensuring that examination boards/authorities are aware of any special requirements for students and that the appropriate provision is made, in conjunction with the Head of Learning Support and Head of the Autism Resource.
- Create seating plans, organise examination rooms and arrange safe and secure storage of examination materials and question papers, in accordance with relevant regulations.
- Facilitate exam invigilation, ensuring that invigilators are properly briefed on procedures.

Have involvement in all requests for access arrangements, special consideration and provision.

Provide support in school on examination results days.

Submit post results enquiries and script requests in liaison with parents, pupils, Heads of Departments, Faculty Heads and Pastoral and Academic Leads.

Ensure certificates are checked and distributed appropriately.

## **School Logistics**

Provide support to pupils, staff and parents for software and app access by re-issuing passwords and escalating to IT when there are software issues that need to be resolved.

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| <b>Person Specification</b>   |  |
| <b>Educational Attainment and Qualifications</b>  |  |
| GCSE A* - C (9-4) Maths and English   |  |
| <b>Experience, Knowledge and Skills</b>   |  |
| <b>Essential</b>  | <b>Desirable</b>   |
| Good communication and interpersonal skills<br>Good numeracy, literacy and ICT skills<br>Able to work on own initiative<br>Good organisational skills with meticulous attention to detail<br>Good time management skills, including the ability to work to deadlines<br>Proficient in Microsoft Office applications, especially Excel and Word<br>Ability to work well under pressure | Previous work experience in an examination role in a senior school<br>Familiar with using iSAMS or other school database<br>Recent experience working in a school within a data role<br>Wider knowledge and understanding of the secondary school system<br>Previously used education software |

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.