



St Catherine's

*Specialists in Speech, Language and
Communication Needs*

School - College - Post 19

JOB DESCRIPTION: EXAMS AND DATABASE OFFICER

Salary Grade: **Grade 7 spine points 21-25 dependent upon experience (£27,863.73 - £29,253.11 FTE)**

Actual £20,484.78 - £21,501.66

Hours/Working Pattern: **8am to 2.30pm Monday to Friday, Term-time plus two weeks - one of which to be the Summer Exam Result week**

Job Purpose

- To provide effective management of the Exam Cycle, all internal and external coursework and examinations, in compliance with the requirements and regulations of awarding bodies and the Joint Council for Qualifications (JCQ), before, during and after examination periods.
- To be responsible for maintaining the school's Management Information System (MIS) and other software used to monitor student progress.
- To be part of the Administration Team.

Duties and Responsibilities

Exam Officer

Examination Management & Administration

- **Exam Cycle Management:** Be responsible for the end-to-end administration of all external public exams (GCSE, Vocational/BTEC) and internal mock exams.
- **Awarding Body Liaison:** Act as the primary point of contact for exam boards (AQA, Pearson/Edexcel, OCR, Eduqas), ensuring full compliance with Joint Council for Qualification regulations.
- **Entries & Access Arrangements:** Coordinate with the Head of School and Head of Sixth Form and ensure accurate, timely student entries, and implement Access Arrangements.
- **Coursework management:** Ensure staff and students are aware of and comply with acceptable practice during the production of coursework, manage the logistics for the handling and processing of coursework.
- **Logistics & Invigilation:** Securely receive, log, store and send exam papers. Recruit, train, and manage a team of invigilators, coordinating rooming and seating plans.
- **Results Days:** Manage the secure download of exam results in August, preparing data for the Senior Leadership Team (SLT) and overseeing smooth distribution to students.



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Database Officer

Arbor (MIS) Management & Data Leadership

- System Expert: Act as the technical lead for the Arbor MIS, maintaining data integrity across student, staff, and parent records.
- Timetable Integration: Partner with the Principal/Leadership Team on the annual setup and ongoing maintenance of the school timetable, options, and scheduling.
- Statutory Returns: Own the compilation, validation, and submission of all statutory data returns, including the DfE School Census and Workforce Census.
- Data & Training: Create bespoke reports and dashboards for SLT. Deliver user support and training to staff utilizing Arbor for attendance, behaviour, and assessments.
- Student Tracking Data: Manage BSquared to ensure the timely and accurately record of student progress.

Reception Support

To support the College Receptionist as and when required with the following duties:

- Support with fire evacuations as required.
- Answer telephone calls and pass on messages to the relevant member of staff.
- Ensure that visitors, staff and Post-19 students sign in and out appropriately, and that visitor badges are issued and worn.

Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

General Responsibilities for All Staff

All staff have a responsibility to work within St Catherine's Child Protection Policy. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.

All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties, in accordance with the organisation's health and safety policy, and to undertake specific health and safety responsibilities as directed.

All staff are expected to support a commitment to equality of opportunity.

All staff are expected to work to St Catherine's policies and procedures and to act as positive role models for children and young people.

As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of students, information affecting members of the public, matters concerning staff,



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and/or details of items under consideration by the charity. Under no circumstances should such information be divulged or passed to any unauthorised person. This includes holding discussions with colleagues concerning students in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may include dismissal.

All staff are expected to use their utmost endeavours to promote the interests and reputation of St Catherine's, and any associated body. This job description is not exhaustive and will be reviewed with the post holder on a regular basis.



PERSON SPECIFICATION: EXAMS AND DATABASE OFFICER

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> 5 GCSEs at grade 4/C or above (or equivalent), including Mathematics and English 	<ul style="list-style-type: none"> Level 2 qualification or equivalent in Business Administration or Customer Service Level 3 qualification in a relevant subject (e.g. Business, IT or Administration) Examinations officer qualification
Skills and Knowledge	
<ul style="list-style-type: none"> Proficient in Microsoft Office applications, including Word, Excel and PowerPoint and an ability to learn complex software quickly Experience of database management and report writing Knowledge and understanding of exam cycle arrangements/requirements Excellent organisational skills with meticulous attention to detail in maintaining filing and administrative systems Awareness of responsibilities under the General Data Protection Regulation (GDPR) and data protection legislation Able to work on own initiative with minimal supervision Ability to produce accurate reports and interpret data Good written and verbal communication skills Willingness to undertake further training and development to support the role 	<ul style="list-style-type: none"> Knowledge of examination administration processes and JCQ regulations Familiarity with school census or statutory data returns Knowledge of access arrangements processes for examinations Experience of using a school MIS, preferably Arbor
Experience	
<ul style="list-style-type: none"> Experience of clerical and office duties and procedures Experience of working in a school or similar educational environment Experience of working in a busy, deadline-driven administrative environment Experience of managing and maintaining accurate records and data 	<ul style="list-style-type: none"> Customer-facing front-of-house or reception work Experience of working on a busy reception desk Experience of examination administration or invigilation
Personal Qualities	



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<ul style="list-style-type: none">• Excellent interpersonal skills; able to work effectively as part of a team• Impeccable attention to detail, a cool under pressure demeanour during intense exam seasons• Proactive and enthusiastic, with a 'can do' approach• Flexible and resilient; able to manage last-minute changes and work effectively under pressure• Strong problem-solving skills with the ability to exercise good judgement• Calm and approachable manner• Exceptional time management skills• Willing to support the ethos, vision, values and aims of St Catherine's• Commitment to continuous improvement and own professional development	<ul style="list-style-type: none">• A willingness to undertake further relevant training and qualifications
Safeguarding and Other Requirements	
<ul style="list-style-type: none">• Satisfactory enhanced DBS check• Commitment to safeguarding and promoting the welfare of children and young people• Evidence of right to work in the UK	