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| **Job Title:** | **Data, Exams and SEND Administration Officer** | **Grade: 7**  |
| **Job Family:** | **Business and Public Services** |
| **Hours:** | **32.5hrs / 40 weeks** |

**Purpose of this role and General Responsibilities:**

To provide high-quality administrative support across the areas of data, examinations, and SEND. The post holder will work closely with the Exams & Data Manager and SENCO to ensure accurate record keeping, compliant procedures, and effective communication. This role requires strong ICT skills, a detail-focused mindset, discretion when handling sensitive data, and an understanding of statutory educational frameworks—or a willingness to undertake training to meet these requirements.

**Key relationships:**

- Reports to the Exams & Data Manager and SENCO.

- Liaises with senior and middle leaders, support staff, students, parents, and external agencies.

- Works closely with examination boards, LA SEND services, and DfE data return processes.

**Main Duties and Responsibilities:**

Examinations:

* Assist in the smooth coordination and delivery of all internal and external exams.
* Process registrations, coursework marks, entries, and access arrangements using Arbor or awarding body platforms.
* Organise rooming and invigilation schedules and maintain secure storage of exam papers.
* Ensure compliance with JCQ regulations, including policies around conduct, access arrangements, and malpractice.
* Liaise with students and parents regarding exam timetables, expectations, results and certificate collection.
* Provide assistance on exam results days to ensure efficient processing and communication.

Data Management:

* Create, maintain and distribute marksheets, targets, and performance tracking via Arbor and SISRA.
* Support with checking, editing, and producing student reports and data summaries.
* Maintain accurate records for internal data drops and external returns, including: School Census, Post-16 Learning Aims, Key Stage performance data.
* Communicate information securely and professionally using MIS, email, SMS systems and parent portals.
* Ensure all data is processed in line with GDPR and school data protection policies.

SEND Administration:

* Provide administrative support to the SENCO and Inclusion Team.
* Maintain up-to-date SEND records, including EHCPs and provision maps.
* Arrange, attend, and minute SEND-related meetings (e.g. Annual Reviews, multi-agency reviews).
* Liaise with external SEND professionals and services regarding support and documentation.
* Support with administration of access arrangements and ensuring SEND students receive entitled support in exams.
* Ensure working knowledge (or undertake training to gain knowledge) of the SEND Code of Practice and statutory SEND obligations.

General:

* Provide flexible support to the wider admin team during busy periods.
* Cover the medical room as needed (First Aid training will be provided if not already qualified).
* Attend relevant training and INSET days to support professional development.
* Promote the school’s policies and uphold standards of professionalism and confidentiality at all times.

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**PERSON PROFILE**

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| **Job Family:** | **Business and Public Services** |

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| **Essential** | **Desirable** | **Assessment**  |
| Experience in an administrative role | Experience in an educational setting | Application / Interview |
| Experience managing data and following regulated processes | Familiarity with Arbor and SISRA systems | Application / Interview |
| Excellent ICT skills (Microsoft Office, MIS use) | Experience with data analysis and reporting tools | Application / Interview |
| Ability to work independently and prioritise tasks effectively |  | Application / Interview |
| Clear and professional communication skills |  | Application / Interview |
| Discretion and confidentiality with sensitive information |  | Application / Interview |
| Knowledge of JCQ exam regulations and procedures (or willingness to train) | Previous exam administration experience | Application / Interview |
| Understanding of SEND processes and legislation (or willingness to train) | Experience supporting SEND administration | Application / Interview |
| Understanding of GDPR, data protection and safeguarding practices |  | Application / Interview |
| GCSE English and Maths (Grade C/4 or above) or equivalent | NVQ Level 3 or equivalent in admin/ICT | Application / Interview |
| Willingness to undertake further training and development | Emergency First Aid qualification | Application / Interview |