



**EduExec Recruitment
Limited**

EER86
Examinations and Data Manager
North London
£45,000
One Month

- Experienced Examinations and Data Manager with extensive expertise in organising internal and external exams, entries, timetables, and exam materials
- Over 15 years' experience in secondary education, delivering accurate data management, reporting, and smooth exam operations across multiple schools

EER86

PROFILE

I have over 20 years of experience working in the Education sector, which includes working as an Examinations and Data Manager in my recent role for the last 8 years. I have good knowledge of the computer systems SERCO, SIMS.NET and Microsoft packages. I am hard working individual with good organisational skills. I am capable of prioritising my own workload, whilst remaining calm and working well under pressure. I have excellent interpersonal skills in liaising professionally with both colleagues and pupils.

EMPLOYMENT

Examinations and Data Manager at Large London Secondary School 2017 to current

My main duties are as follows:

- Responsible for organisation all internal and external examinations within the centre. This involves creating seating plans, labels and timetables for all exams.
- Making all entries for every exam in the centre, from GCSE, vocational courses, CATs and reading test etc.
- Importing ULNs for new starters.
- Interviewing and training exam invigilators. Also includes liaising with agencies to book in invigilators.
- Producing exams information booklet for students and updated varies exam policies
- Downloading exam results.
- Liaising with staff and informing students to ensure smooth running of examinations. Including room availability and exam room set up.
- Keep accurate records of the receipt and dispatch of all materials to and from the Examination Board. I am also responsible for the dispatch of examination papers and coursework
- Liaising with SENCO/assistant with access arrangement students to make applications.
- Collecting the school census termly and sending it off to the Local Authority.

Examinations Officer at London Secondary Academy January 2017 to March 2017

My main duties were as follows:

- Created timetable for mock exams, preparing all papers, seating plans and running the mock exams.
- Conducted interviews for an invigilator post and delivering training session for newly appointed invigilators.
- Finalised summer entries, produced seating plans, whole school timetable and individual timetables for students in SIMS.
- Produced exams information booklet for students and updated varies exam policies.

Unemployed from August 2016 – Jan 2017



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Examinations Officer at London Secondary Academy October 2015 - July 2016

My main duties were as follows:

- Planning the examination year which includes all deadlines from Awarding Bodies was met.
- Liaising with staff and students about all aspects of exams regulations and procedures.
- Producing policies required by the JCQ for examinations.
- Checking unit codes with staff and rooms for examinations to take place.
- Ensure all access arrangements are up to date and ready for inspection, including special consideration request.
- Process examination entries, amendments and checking invoices and examinations budget.
- Resolution of exam clashes and producing the examination timetable for public examinations.
- Managing the daily running of internal and external examinations, including briefing and managing on a daily basis to invigilators.
- Responsible for all examination materials, checking and storing examination papers securely.
- Download results on results day and producing reports to SLT and Heads of Department.

I also had other duties that were necessary to the smooth running of the Academy as required by the Vice Principal. I also had to promote the safeguarding and welfare of the students from the schools safe guiding policy.

Temporary Work with different agencies from May 2015 – September 2015.

Job roles include: receptionist, administration and exams officer roles in various schools.

Examinations Officer at Large London Secondary Academy February 2004 – April 2015

My main duties were as follows:

- Responsible for entering pupils for all external examinations based on information that received from Curriculum Leaders, assigning candidate's numbers, producing examination timetables, seating plans and individual statements of entry and reports.
- Responsible for receiving, checking, collating and storing securely all examination papers and ensure that exam scripts are sent to examiners.
- Keep accurate records of the receipt and dispatch of all materials to and from the Examination Board.
- I was also responsible for the dispatch of examination papers and coursework.
- The first point of contact for exam enquires from staff, students, parents and Examination boards.
- I responded to any enquiries via telephone, email or letters.
- Advise teaching staff and invigilators (via training session) on rules and regulations for coursework and examinations.
- Liaising with staff and informing students to ensure smooth running of examinations.
- Assist in the preparation of reports on examination results.
- Ensure that coursework forms are submitted on time and exam entries are submitted to deadlines.
- Plan and supervise the exam timetable, to ensure that examinations are properly conducted, under the correct conditions and distribute the examination timetable, including resolving clashes.
- Ensure that the correct equipment is available in examination rooms.
- Liaise with Exams Officers regarding exams, new regulations in the consortium.



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TRAINING/COURSES

- Accreditations SIMS training - July 2004
- Attended telephone skills training skills
- Exams Officer training - Dec 2005
- Making a big difference conference (certificate of attendance) – Oct 2007
- Getting Ready for the Diploma - Spring 2009
- Successfully Complying with Changes to Regulations for Examinations from 2010 - October 2009
- Serco Facility training - 2010
- Establishing School Exams Officers: Essential Updates and Good Practice for 2011/12 & 2012/13 (RTA)
- Training your Exam Invigilators – November 2012 (RTA)
- SENCo training - 2013
- Termly network meetings with Exams Officers in the consortium
- For professionally developing - visiting other schools for best practice.
- Safeguarding training – 2018, 2021, 2023
- Prevent Duty – 2021, 2023
- Understanding DfE guidance on sexual violence and sexual harassment between students in schools and colleges- 2021
- Fire warden training- 2021
- Understanding sexual harassment and sexual violence for support staff- September 2022
- Understanding abuse and violence- 2022
- Certificate in Equality, Diversity and Inclusion- 2023
- Cyber security training – January 2023
- Understanding female genital mutilation-2023
- Role of an Exams invigilator – 2023
- Online training for secondary school staff- 2024
- Diabetes awareness - 2024

EDUCATION

Highbury Sixth, 2001-2003

A Level - Art & Design, Psychology & ICT. AS Level - Media

Highbury Fields School, 1997-2001

GCSE – Maths, English, Double Science, D&T Resistant Materials, Art & Design, French, Science

