



# St Thomas More Catholic High School

Part of the Bishop Bewick Catholic Education Trust



**Post Title**                                 **STUDENT DATA & EXAMS ADMIN ASSISTANT**

**Evaluation**                                 A5119   **Grade: N4**

**Responsible to**                             The Exams & Student Data Manager with some duties directed by other senior school leaders

**Responsible for**                         N/A

## ROLE DESCRIPTION

<b>Hours</b>	Full time 37 hours per week worked over 5 days, Monday to Friday. 193 days pa
<b>Annual Leave</b>	As this is a term time only position annual leave is rolled up into salary payment
<b>Probation</b>	6 months from date of appointment
<b>Trade Union Membership</b>	St Thomas More recognises and works with a variety of trade unions. The postholder is entitled to join any trade union
<b>Job Purpose</b>	To work under the guidance of the Examinations & Student Data Manager in a student data processing role
<b>Duties</b>	<p>Under the supervision and guidance of the Examinations &amp; Student Data Manager:</p> <ul style="list-style-type: none"> <li>• Support Sixth form attendance recording (8.45am to 10am each day)</li> <li>• Create student reports &amp; data linking as required each term (may change in future with software development e.g. PARS or Classcharts)</li> <li>• Coordinate Parent evenings – these may be physical on site meetings, or conducted using Schoolcloud - as directed by Asst HTs</li> <li>• Support Asst HT Curriculum with maintaining records of student progress (SISRA grades, rainbow spreadsheets, CATS)</li> <li>• Responding to leadership team with their student data related information requests and analysis e.g. attendance analysis, free school meals, looked after status, student portfolios of work related experience, student travel surveys etc and providing reports on contact information and medical/fsm data for trips etc</li> <li>• Produce student attendance data reports for SLT/governors and HOYs</li> <li>• Ensure school Sims data complies with GDPR, undertaking appropriate periodic checks e.g. annual data checks, sibling links, student medical information etc</li> <li>• Regular check and correction of attendance marks within attendance module</li> <li>• Contribute to the preparation of census data, correct data as necessary to clear errors and queries</li> <li>• Lead delivery of training for staff on the use of SIMS</li> <li>• To assist with the data collection of pre admission students and update any records import CTF's from Primary Schools (including those for managed moves and in year admissions). Ensure data received from Primaries is cross checked with parent provided data and reformatted when needed. Create timetables using SIMS course manager. Assist transition lead and HOYs.</li> <li>• Organise with ICT technicians photos of students and sixth form ID badges</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide student data for 3rd party organisations in compliance with GDPR eg Nurses, school photographers</li> <li>• Change or move students timetable at request of HOY</li> <li>• Liaise with NTC re data queries</li> <li>• Create and maintain student groups and letters/certificates within Sims to facilitate fast and efficient production of both to a high standard</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Covering for the short term absence of the Exams and Student data manager</li> <li>• Contributing to the effective working of the Office team including assisting other office staff with tasks as required e.g. responding to student enquiries, receipt of payments, responding to “on call” arrangements promptly, assisting with hospitality arrangements when requested, providing (occasional) cover on reception if required</li> <li>• Participating in team meetings and identifying training and development needs.</li> <li>• The list of duties (main and additional) is not exhaustive and may be subject to other duties commensurate with the role.</li> <li>• This role description is subject to review and change from time to time</li> </ul>
<b>Confidentiality</b>	All employees are required to maintain confidentiality regarding any information about students and employees.
<b>Safeguarding Checks</b>	The post holder must be committed to safeguarding and promoting the welfare of children and young people. This post is required to undertake a DBS check

## STUDENT DATA & EXAMS ADMIN ASSISTANT

### PERSON SPECIFICATION

Applications will be assessed on the basis of this specification.

Criteria are deemed either Essential (E), or Desirable (D)

Criteria will be assessed from the application form (A) and/or at interview (I) as indicated.

Area	Criteria	E	D	
<b>Skills/ Knowledge/ Aptitudes</b>	A good understanding of examination and student data information systems in schools	✓		A/I
	Ability to work accurately and quickly to meet deadlines	✓		A/I
	Excellent planning and organising skills	✓		A/I
	Ability to communicate clearly and deal professionally with people at all levels	✓		A/I
	Comfortable using IT systems, including Microsoft Word, Excel, Email and databases to a high level	✓		A/I
<b>Experience</b>	Experience of working in an office environment as part of a team	✓		A/I
	Experience of working with minimal supervision and ability to act appropriately upon own initiative in the absence of their manager	✓		A/I
	Experience of using complex data recording systems and managing information effectively	✓		A/I
	Experience of working in a school environment		✓	A/I
	Experience of working with the SIMS suite of applications		✓	A/I
	Experience of working with Parent communication software		✓	A/I
	Prior experience of working in a customer facing admin role	✓		A/I
<b>Qualifications and Training</b>	Minimum of a Grade C in English and Maths or equivalent	✓		A
	Other relevant qualifications – business administration, IT, Finance		✓	A/I
<b>Disposition</b>	Friendly disposition and a positive and confident approach to working in a busy office and adapting to change	✓		I
	Ability to work to deadlines and keep calm when faced with occasional pressures	✓		I
	Attention to detail	✓		A/I
	A 'hands-on' approach to work and the ability to be flexible to cover absences	✓		I
	Adopt a positive "can do" approach to all tasks assigned.	✓		I
	Operate with discretion and professionalism at all times	✓		A/I
	Desire to achieve continuous improvement personally and for the school	✓		A/I
	Understanding of and commitment to the aims and values of the school	✓		A/I