# EXAMS AND DATA ASSISTANT

# ROLE DESCRIPTION

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| Job title & Grade | Exams and Data Assistant  Grade 6 (AT2) |
| Reporting & Communication | Headteacher  School Business Leader  Exams Officer  Data Manager |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday.  *In addition, flexible hours will be required during exam seasons. Additional hours are accrued and recovered via time-off-in-lieu and/or overtime payment. Notice will be provided by the Exams Officer as to when these additional hours are required.* |
| Annual Leave | 24 days during first 5 years of service, 28 days after 5 years of service. |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | Reporting to the Exams Officer and Data Manager, the Exams and Data Assistantprovides administrative support for exams and data management activities. |
| Additional Duties | None. |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | With direction from the Exams Officer and Data Manager, the key duties of the Exams and Data Assistant are listed below.  *Please note that several of these tasks occur only a small number of times each academic year and do not require a large time-commitment but are listed as they are essential elements of supporting the departments in the successful delivery of examinations and the management of our data.*  **EXAMS**  Liaison with Invigilators   * Act as a point of contact for invigilators. * Assist the Exams Officer when recruiting and inducting invigilators. * Draft timetables for invigilators and share information with them regarding individual exam arrangements for identified students. * Distribute timesheets, ID cards and fobs to invigilators. * Schedule and assign invigilator shifts for exam seasons, maintaining communication with invigilators to ensure all sessions are staffed appropriately. * Attend annual invigilator training and meetings led by the Exams Officer and other members of the senior team.   Planning and Preparation   * Support the Exams Officer in ensuring school procedures are compliant with the Joint Council of Qualification (JCQ) and other key documents and guidelines. * Work with the Exams Officer to produce seating plans and timetables for the exam periods. * Use seating plans and exam timetables to plan invigilation requirements. * Use information provided by teaching staff to create course management sheets and exam timetables. * Produce documents/spreadsheets and information booklets in advance of the exam seasons, as required. * Administer the receipt and secure storage of exam papers, in line with prescribed guidelines. * Check all papers have been delivered prior to the exam and contact the exam boards if they have not. * With assistance from the Site Team, support the Exams Officer with organisation of exam rooms including putting up notices and checking room set ups. * Check exam rooms include student ID cards and exam papers. * Oversee passing of non-examination assessment materials from teaching staff to exam moderators in line with guidelines and deadlines.   Examination Days   * Prepare exam boxes and information for invigilators. * Check that registers and seating plans are completed and that stationery and radios are available for invigilators and the exams team. * During exams, monitor attendance and respond to issues or queries as they occur. Refer to the Exams Officer when necessary. * Inform the Exams Officer of absentees or late comers. * At the end of exams, complete attendance registers and ensure papers are safely collected and in accordance with prescribed guidelines. * Prepare to post completed exam papers. * Contribute to a log of key events as a learning opportunity for future seasons.   Liaison with Learning Support Department   * At the direction of the Exams Officer, liaise with the Learning Support Department regarding requirements for students with individual exam arrangements.   Results Days   * Assist the Exams Officer with collation of results for exam seasons. * Prepare guidance documents for students and parents using information provided. * Print out result slips. * Signpost students to post result services for additional support.   **DATA**  Supporting the Data Manager with:  • Maintaining and updating the school’s Management Information System (SIMS) with a range of student level data from a variety of sources.  • Preparing marksheet and report templates within the school’s Management Information System (SIMS) in readiness of staff submitting student progress check data.  • Assisting with the checking of progress check data following the submission deadline, ensuring it has been entered accurately and any missing data is promptly followed up to ensure progress checks are distributed to parents/carers on the date outlined in the school calendar.  • Supporting with the extraction of progress check data from the school’s Management Information System (SIMS) into tracking spreadsheets in a variety of formats to provide school leaders with accurate summaries enabling them to effectively analyse and interpret the current progress of students allowing for direct and timely intervention.  • Assisting with the collation and printing of GCSE and A-Level results data packs for school leaders following results days analysis.  • Maintaining Post 16 courses within the Course Manager section of the school’s Management Information System (SIMS) in readiness for the Autumn census submission.  • Communicating with various stakeholders within school and externally in relation to various data requests.  • Keeping subject knowledge up to date by reading key documents that are updated at various points throughout the academic year from the DFE to ensure key measures are tracked appropriately.  Other Duties   * Assist the Exams Officer with enquiries from staff regarding Data Protection and administration of trips & visits paperwork.   Safe Working Practice   * Be aware and follow safe working practices within school. * Seek advice and guidance from senior staff if unsure.   General Activities   * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Be aware of and support equality of opportunity for all staff and students. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of colleagues. * Attend and participate in relevant meetings, as required. * Participate in training and performance review, as required. * Any other tasks that may reasonably be required to support the smooth operation of the school. |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

**Person Specification**

**Post Exams and Data Assistant**

**Scale Grade 6**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Skills**  **Knowledge**  **Aptitudes** | * Be able to work in an organised and methodical way and have sound organisation and coordination skills. * Knowledge of relevant policies/codes of practice/legislation applicable to role. * Good ICT skills including Microsoft Office (primarily Excel and Word), internet and Outlook email. * Experience using SIMS and Excel to an advanced level. * Good written and verbal communication skills. * Able to relate well to staff, students, parents and carers. * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Ability to self-evaluate learning needs and actively seek learning opportunities. | * E * D * E * D * E * E * E * E |
| **Qualifications and Training** | * NVQ Level 2, GCSE or equivalent qualification or experience in English and Maths. * Good numeracy and literacy skills. | * E * E |
| **Experience** | * Previous administrative experience. * Working in an educational setting. | * D * D |
| **Personal qualities** | * Able to work constructively as part of a team or as an individual. * Able to build and maintain positive working relationships with others. * Able to work methodically, accurately and to deadlines. * Ability to prioritise work, plan ahead and work unsupervised when required. * Show initiative and be self-motivating. * Able to multi-task. * Flexible and proactive. * Enthusiasm. * Tolerant/resilience and able to work under pressure. * Calm and responsible. * Confident dealing with students, parents and staff. * Able to maintain data security and confidentiality. | * E * E * E * E * E * E * E * E * E * E * E * E |