

**DATA and EXAMINATIONS ASSISTANT**

JOB DESCRIPTION

|  |  |
| --- | --- |
| Line Managed by:  | Associate Headteacher |
| Line Manager for: | n/a |
| Salary Scale: | NJC Scale 5 (pt range 22-25)£22,506 to £24,510 (pro rata) |
| Hours: | 36 hours, 41 weeks per year |
| Annual Leave: | Taken within school closure periods only |
| Contract | Permanent |

**JOB PURPOSE**

To maintain the school’s educational data, ensuring integrity of the information, and provide reports to staff, students and parents. To assist the Trust Data Analyst, the Exam Officer and Admissions Manager as and when required.

**SPECIFIC DUTIES**

* Maintaining a system for all student educational data ensuring the integrity, accuracy and completeness of the information.
* Liaise with subject line managers regarding gaps and data quality of assessment data.
* Use the Helpdesk to prioritise staff data requests, investigating the feasibility of ad-hoc requests.
* Assist in the development of the database and systems to produce performance data for the school
* Produce parental reports of assessment data.
* Liaise with staff and Deputy Headteacher to provide information for parental information evenings/academic tutoring day reports.
* Provide copies of report data for pastoral and academic student meetings.

**ASSIST IN THE MANAGEMENT OF EXAMS**

* Give proactive support to the Examinations Officer
* Update/create seating plans and registers
* Assist with exam day preparation
* Liaise with exam boards
* Deputise for the examinations in their absence
* Any other administration tasks in relation to the exams office
* Ensure all external invigilators attend the appropriate training on a cyclical basis – personally invigilating if required
* Assist with projects as required.

**ASSIST IN THE MANAGEMENT OF ADMISSIONS DATA**

* To liaise with the Admissions Manager with processing student admissions into Year 7 and casual admissions.
* To input admissions data.

**ADMIN SUPPORT**

* Provide support to SIMS users in relation to educational data.
* To assist in documentation of new and existing processes to facilitate data management.
* To work openly, positively, consistently, with commitment and enthusiasm for the success of the schools’ endeavours.
* To represent the school in a positive manner at all times.
* To attend staff meetings and undertake training.

***Such other additional reasonable tasks as may be required by the school at the discretion of the Line Manager and Headteacher.***