



JOB DESCRIPTION

BISHOP STOPFORD'S SCHOOL

Post Holder:
Post Title: Data and Exams Assistant
Grade: Scale 4 point 18
Hour/Weeks: 30 hours, 39 weeks
Responsible to: Data and Exams Officer

Purpose of role

To provide an efficient and supportive service to the students, staff, parents/carers and visitors. To actively participate in the day to day running and development of Bishop Stopford's School. To have regard for any national requirements, the school's ethos, aims and objectives and any policy decisions of the Governing Body.

Responsibilities

To provide assistance and support to the Data & Exams Officer in all aspects of the examination process, as well as providing administrative support in the provision and delivery of all school related data and information. To assist and support the Data and Exams Officer to ensure an efficient delivery of the following:

- Dissemination of information from exam boards to students and staff as appropriate
- Collecting and collating examination entries, amendments, forecast grades and coursework marks and other returns to examination board deadlines
- Issuing examination timetables to relevant students
- Preparation and display of seating plans
- Ensuring the school complies with invigilation and examination security regulations
- Making arrangements for students with timetable clashes
- Ensuring examination stationery is kept secure and available as required
- The administration of individual examinations and the distribution of papers
- The completion of attendance sheets, checking scripts, packing and posting examination papers
- The issue of results and their analysis for the school prospectus
- Dealing with all matters concerning special consideration and access arrangements
- Liaising with Curriculum Leaders re internal examinations
- Supporting the process for returns to the DfE and LA, i.e. School Census



- Maintaining and updating the main pupil database to ensure all records are accurate and update
- Importing assessment results into the main pupil database
- Produce end of term pupil reports for distribution to parents
- Analysis of assessment grades for teachers and Curriculum leaders

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.