

Bishop Ramsey CE School

Admin Assistant - Data & Exams

Job Description



Job Title	Admin Assistant - Data & Exams
Grade	Scale 4
Hours	An average of 30 hours per week, term time only plus 50 holiday hours, 36 of to be worked over the period around results days in August each year and 14 of which to be worked on Staff Development Days in September or as directed. More than 30 hours per week will be necessary during the peak periods of exams with fewer hours required at other times of the year. Exact hours of work to be negotiated with line manager.
Immediate Supervisor	Data/SIMS and Exams Manager
Supervision exercised:	
Directly:	None
Indirectly:	Exam Invigilators
Contacts	<p>Internal All teaching and support staff, students</p> <p>External Parents, suppliers of ICT services e.g. SIMS helpdesk, 4Matrix, Tasc Software (Pars & Parent Portal) Examination Boards.</p>

Main Purpose of the Post

To be responsible for supporting the efficient and effective administration of all internal and external examinations both general and vocational within the school, including liaising with staff, pupils, parents/carers, invigilators, examination boards, JCQ, other schools/colleges and other educational organisations as directed by the Data/SIMS and Exams Manager.

To support Data/SIMS and Exams Manager in interpreting and analysing accurate data on pupil attainment and progress for SLT, Curriculum Managers and Heads of Year to support intelligent use of data to drive school improvement

KEY TASKS

➤ **Assessment Data Management**

- Create and ensure that assessment templates are built and ready for staff before data collection windows open.
- Ensure that student prior assessment and attainment target data is entered into the School's MIS and is available for staff.
- Assist and help organise the data collection for termly reports to parents/carers
- Ensure assessment data for student Progress Reports is complete.
- Provide analysis reports as directed
- Ensure data is distributed to staff in line with the published assessment calendar as directed
- Assist as required in producing assessment for data external bodies as directed.

➤ **Management Information System Support**

- Provide guidance to staff in relation to the effective use of MIS and in the interpretation of data reports.
- Report any identified unresolved technical issues in relation to the MIS to first line support and implement resolution keeping the IT Technician team updated as appropriate.
- Build reports within the MIS as directed.
- Assist in ensuring the end of year procedures in the MIS are completed.

➤ **Census**

- Ensure that data is accurate and complete.
- Assist in producing the return for checking by the Head of School before submission.

➤ **Examinations**

- Collect and process estimated entries for all external examinations
- Make accurate and timely examination entries, organising examinations and co-ordinating the invigilation teams
- Ensure the safe storage and safe transmission of all confidential materials for conducting examinations and controlled assessments, whether they are downloaded electronically, CDs or hard copy;
- Ensure Joint Council for Qualifications (JCQ) regulations are maintained;
- Ensure that the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues is appropriate;
- Be present on the day the School is notified of results and the day results are distributed to students;
- Assist in arranging internal and external examinations: timetable, rooming, invigilation; producing seating plans and resolving exam clashes
- Make arrangements for the specific needs of individuals (e.g. SEN access arrangements as advised by the SENCO) and for school pupils to sit examinations elsewhere when required
- To complete all administration required by the exam boards when the school requests special consideration for an individual student
- Download examination results and provide data on examination entries, results and post results for SLT and teaching staff
- Disseminate examination information to staff, pupils, parents/carers, invigilators, including exam and invigilation timetables, regulations, guidelines and enquiries upon results updating website and speaking in assemblies as appropriate
- Assist with the training of new invigilators

➤ **Other Academy Data Systems**

- Assist in developing templates within Excel, as required, to facilitate the analysis of data.
- Contribute to the effective use of other data systems within the School as directed.
- Assist with development and implementation of other School data systems. e.g. PARS and Parent Portal

➤ **General**

- Ensure that data is, in accordance with the GDPR, fairly and lawfully processed, secure and not transferred without adequate protection.
- Promote an environment that safeguards and protects children and when necessary take responsibility for ensuring the appropriate child protection procedures are followed.
- Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development.
- Provide administration cover if required.
- Attend training including the Staff Development Days as directed
- Participate in the School's Performance Management process.
- To carry out any other duties as requested commensurate with the general level of responsibility of the post

PERSON SPECIFICATION					
CRITERIA	Essential / Desirable			Assessed by application / interview process	
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QUALIFICATIONS AND REQUIREMENTS					
GCSEs in English and Mathematics, minimum grade C (or equivalent)	✓			✓	
EXPERIENCE					
Successful administrative experience	✓			✓	✓
Well developed numeracy skills in order to understand and develop data collection/analysis	✓			✓	✓
Understanding of the practical application of Equal Opportunities in an Academy context	✓			✓	✓
KNOWLEDGE AND SKILLS					
In-depth knowledge of SIMS to carry out key tasks	✓				✓
Proficiency in use of ICT applications including Microsoft Word and Excel	✓				✓
The ability to analyse data	✓				✓
Excellent communication skills – verbal and written	✓			✓	✓
Excellent organisational skills	✓			✓	✓
Some knowledge of the working of a large comprehensive school	✓	✓		✓	
Excellent interpersonal skills and the ability to communicate well with both adults and students	✓				✓
PERSONAL QUALITIES					
Ability to work under pressure within tight, often changing deadlines	✓				✓
Ability to work with a range of people	✓			✓	✓
To be flexible in your approach to your duties	✓				✓
Ability to work independently and pro-actively taking responsibility and using initiative, but also lead and work as part of a team	✓			✓	✓
Ability to prioritise work	✓			✓	✓
Calm disposition and resilience to be able to make progress despite encountering challenges	✓				✓
Sense of humour		✓			✓
Ability to form and maintain appropriate relationships and personal boundaries with children	✓			✓	✓
Emotional resilience in working in a range of challenging situations	✓			✓	✓
SPECIAL REQUIREMENTS					
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	✓			✓	✓

Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.