



SUMMARY OF MAIN DUTIES

JOB TITLE: Data & Exams Assistant

Salary Range: Level 3 SCP 18-25

Responsible to: Data Manager

Purpose

To provide administration and organisational support to the Data Manager and senior staff by providing the efficient and effective, professional administration, organisation and outputs of data & exam materials.

Duties and Responsibilities

ORGANISATION

- Create & assist in the collection of academic information relating to all courses offered to ensure all registrations and procedures are in place for delivery.
- Create & assist in the collection, processing, analysis and reporting of school data and information (e.g. assessment and progress data).
- To distribute or assist in distribution of annual examinations cycle with external exam dates to all parents, staff and scholars at the start of the academic year.
- Assist in effective distribution of all JCQ documentation to all relevant staff.
- Create & assist in the preparation of reports to parents, including the monitoring, printing, proof reading and arranging for such reports to be produced and circulated in accordance with the deadlines set on the Academy calendar.
- Prepare feedback for staff, departments and SLT about the quality and accuracy of report.
- To provide suitable administrative support for external examination matters under guidance of the Data & Exams Manager including, but not limited to;
 - registering the Academy with all the appropriate awarding bodies
 - collecting and dealing with all correspondence from awarding bodies and taking appropriate action where necessary
 - disseminating information from examination boards to departments
 - co-ordinating all entries, both estimated and final as well as forecast grades, to examination boards at the appropriate times
 - providing relevant examination information to all scholars in a timely manner for each series

- checking papers on receipt and maintaining the security of examination materials at all times
- organising all seating for the examinations ensuring that the individual needs of all scholars are met
- the release of results to the scholars and organising results days with the Data & Exams Manager
- maintaining a despatch log of examination papers sent
- the administration of coursework and controlled assignments in the Academy.
- To make all access arrangements requested via access arrangements on line.
- To check all certificates on receipt and maintain securely.
- To distribute certificates according to JCQ guidelines through a certificate evening planned in with the Data & Exams Manager.

ADMINISTRATION

- Undertaking accurate and efficient administrative tasks in order to ensure effective planning and preparation of internal and external examinations.
- Production of staff and student timetables.
- Co-ordinating the collection and maintenance of examination information via SIMS.
- Collate and prepare data/information and produce reports/information/data as required.

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, e-mail).
- Provide advice and guidance to staff, scholars, parents/carers and others.
- Undertake research and obtain information to inform decisions.

GENERAL

- Provide outstanding customer service to scholars, staff, visitors and parents.
- To undertake training as and when required.
- To take an active role in promoting a positive health and safety culture throughout the Academy.
- To contribute to the overall ethos of the Academy.
- To maintain a flexible attitude towards working hours and duties.
- To perform any other reasonable task as requested by the Data Manager or any other senior member of staff.