

<p style="text-align: center;"><b>Park High School</b> <b>Job Description</b></p> <p>This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p> <p>This post is a full time (contracted hours of 36 hours per week 8:30 to 16:30), term-time plus 5 weeks (one week at Easter and four during August). The post holder will need to be flexible at key points in the Data and Assessment cycle.</p>	
<b>Post Details:</b>	<b>Data and Assessment Administrator</b>
<b>Scale:</b>	<b>H04</b>

**Responsible to:**      **Data and Assessment Manager and Deputy Headteacher with responsibility for Data and reporting**

#### **JOB OVERVIEW**

**Responsibility for inputting target grades from various sources**

**Responsibility for preparing SIMS templates and issuing Progress reports**

**Assisting the Data and Assessment Manager with the production of statistical returns and reports**

#### **Responsible for:**

- Analysis of progress and examination data and production of reports in a timely manner to meet internal and externally set deadlines
- Advising students and Parents/Carers about the examinations appeals procedures.
- Provision of statistical information as required for internal and external use.
- Assistance with completion of School census.
- Produce and update academic targets and assessment information for all students using FFT and CATs test data.
- Importing and maintaining the KS2 data for all students
- Producing SIMS individual reports for each progress check for all students and uploading to the SIMS Document Management System
- Producing and maintaining SIMS assessment templates for each subject for each year group
- Setting up marksheets for each subject at the beginning of the academic year
- Uploading students to GL Assessment testwise website to conduct tests
- Producing reports from GL Assessment testwise website
- Producing documentation for Invigilators to conduct GL Assessments
- Organisation of GL Assessments including booking venues and liaising with the IT department

- Importing students and maintaining data on the FFT Aspire website
- Assisting the Data and Assessment Manager and Examinations Officer with importing results on results day and production of data for Heads of Departments
- Mapping SIMS data into DataSec and other maintenance in the DataSec system
- Assisting with Examinations when required
- Work closely with the Examinations Officer to utilise examination and reporting data effectively
- Maintaining and development of a Microsoft Access database of information relating to SIMS
- Ensure the integrity of all data held in the school
- Maintain accurate academic student information
- Develop and maintain data protocols
- Deputising for the Data and Assessment Manager in their absence
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities relevant to the post, ensuring continuing personal and professional development
- Recognise own strengths and areas of expertise and use these to advise and support others
- Undertake such other duties as may be directed by the Headteacher, Deputy Headteacher with responsibility for Data and reporting and the Data and Assessment Manager commensurate with the grading of the post.

**PERSON SPECIFICATION**  
**DATA AND ASSESSMENT OFFICER**

<b>Qualifications and Training</b>	<b>E/D</b>
• GCSE A*-C in Maths and English or equivalent	E

<b>Experience</b>	
• Significant experience of data manipulation, analysis and reporting	E
• Significant experience working in a school or related environment	E
• Good numeracy, statistical and interpretational skills	E
• Experience of analysing students' attainment data	D

<b>Skills, knowledge and aptitudes</b>	
• Knowledge of data collection and statistical analysis methodologies and techniques using MIS specifically but not exclusively SIMS	D
• A high standard of spoken and written English	E
• High level of ICT skills particularly in Microsoft Excel	E
• Experience of working with a database reporting system	E
• Experience of producing statistical reports	E
• Excellent administrative skills	E
• Knowledge of the KS2 to KS5 education system	E
• Ability to plan and develop systems	E
• Ability to use web based systems	E
• Ability to communicate effectively to all stakeholders	E
• Knowledge and use of Microsoft Access	D

<b>Other Requirements</b>	
• Ability to work effectively under pressure	E
• Ability to work to tight deadlines	E
• Experience of managing own workload	E
• Excellent organisational and prioritising skills	E
• Excellent communication skills	E
• Methodical with good attention to detail and be meticulous in error checking	E
• Ability to solve problems and work independently	E
• Ability to relate well to children and adults	E

**Note: E denotes essential criteria required. D denotes desirable criteria**