

JOB DESCRIPTION

Job Title: Data and Examinations Administrator

Grade: 4

Salary: SCP 13 – SCP 16

Conditions of Service: Support Staff Contract of Employment

Responsible to: Principal

Statement of Purpose

Under guidance to be responsible for undertaking administrative and organisational processes within the school.

Support to Pupils, Parents and the Community

- Provide advice and guidance to staff, pupils and others.

Support to other Staff

- Responsible for managing own time within a strict timetable and using own strengths and areas of expertise to support and advise others.
- To support the Data Manager to ensure all examinations are administered in line with national guidance.
- Analyse and evaluate data/information and produce reports, information/data as required.
- Collate departmental examination results, analyse and extract data and produce charts, graphs and reports.
- Assist with the preparation of complex forms, e.g. estimated grade sheets to be sent to exam boards.
- Prepare coursework forms, collate and package coursework to be sent to exam boards for marking.
- Operation of manual and computerised record/information systems.
- Liaise with parents to obtain information as necessary.

Support for Administration

- Ensure student data is input in a consistent and accurate manner onto all data systems, including SIMS.
- Liaise with parents to obtain information as necessary.

- Assist with exam administration.

Resources

- Operate relevant office, reprographic equipment and computer applications

Support to School

- 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.
- Appreciate and support the role of other professionals.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the day.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

PERSON SPECIFICATION

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems 	
	Qualifications/Training <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline. 	
	Knowledge/Skills <ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills • Good interpersonal skills • Ability to direct other adults. 	

	<p>Behavioural Attributes • Customer focused.</p> <ul style="list-style-type: none"> • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. 	
	<ul style="list-style-type: none"> • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

NOTE: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

JC 06.02.2023