

**Job Description**

**Post:**  Examinations & Data Assistant

**Grade:** SCP 3-5 (£18,065 - £18,795 p.a.)

**Responsible to:** Director of Operations

**Hours:** Full Time - 37 hours per week

**Purpose of the Post:**

To keep up to date with examination course information, ensuring that the academy is not only compliant with current rules but also well prepared for future regulations.

To ensure the efficient management of the schools internal and external examination and assessment processes, including compliance with all JCQ and awarding body requirements, appropriate communication with all stakeholders and effective examination administration processes.

To maintain the academy’s assessment data in its MIS (SIMS) and to directly support the Director of Operations in managing and interpreting data.

To ensure that the academy data collection processes run effectively over the course of the academic year with all resultant data analysis and student reports produced and distributed to key stakeholders.

**Duties and Responsibilities:**

Examinations & Assessment

1. To lead the development of robust and compliant examination practices in the academy.
2. To ensure all students data kept within SIMS Examinations is accurate.
3. To maintain an accurate view of examination developments and practices and ensure that the school fulfils its examination requirements (JCQ and examination boards) to a high standard.
4. Inform ALT of all changes to legislation, regulations or good practice guidance concerning public examinations and assessment.
5. To be accountable for internal and external examinations, organise examinations rooms, produce bespoke seating plans and timetables in SIMS Examination Organiser module. Lead on the administration of all examinations.
6. Disseminate clear and accurate information about public examinations to all stakeholders in a timely manner.
7. To manage the school’s Examinations and Invigilators budget ensuring best value is achieved.
8. To be responsible for the management, production and facilitation of the release of Level 2 and 3 qualifications data on August results days for students. Carry out any examination analysis requested by ALT.
9. To co-ordinate and manage all post-results enquiries and examination paper requests.
10. To ensure the integrity and security of all examination papers at all times.
11. To ensure that the academy is prepared for and meets all inspection regulations required by JCQ and individual examination boards.
12. To manage the support of special examination requirements for students, working with the SENCo Team.
13. Organise formal assessments by external agencies as required.
14. Working with ALT and Faculty Leaders, to be accountable for the administration of the Assessment Calendar.
15. To support with DfE ‘tables checking’ exercises and other performance data related requests.
16. To assist in the recruitment and training of invigilators, including current staff.
17. To oversee all aspects of internal assessment including ensuring appropriate resources are produced in a timely manner.
18. To support the timely collection and effective use of assessment data across the academy.

Data & Management Information System (MIS)

1. The setting-up and administering of Assessment within the academy MIS (SIMS).
2. Input all necessary data accurately and efficiently using SIMS
3. Support the Director of Operations in ensuring that all aspects of the SIMS is kept up to date, including completion of appropriate data housekeeping.
4. Assist in the provision, analysis and evaluation of data and detailed reports/information via SIMS and all other analysis software packages.
5. To assist in the production of whole academy targets and individual student target grades.
6. Produce, analyse and update student targets and assessment information as per the assessment calendar.
7. Process/administer the academy Tracking System and produce Reports to inform parents of individual student progress.
8. Work with the Director of Operations to produce KPIs and reports illustrating trends in both official/published data and internal academy ‘tracking’ data.
9. Liaise with the Director of Operations regarding external/internal data produced from the examination process and provide analysis of results.
10. All other data tasks that commensurate with the post

**Resources**

1. To operate office equipment eg) computer, photocopier, scanner, etc.
2. To work with the Administration Team to ensure the safety and wellbeing of students who come into contact with the office environment.

**Academy Wide Responsibilities**

1. To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
2. The post holder may be required to assist with the invigilation of internal and/or external assessments.
3. Undertake any other duties commensurate with the grade of the post.
4. To participate in all aspects of training and development.
5. To comply with the Academies Health and Safety Policy and associated safe working procedures and guidelines.
6. To comply with the Academies Comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
7. To comply with the Academies Data Protection Policy and Code of Practice within the service area of the post.

**This post is subject to satisfactory Criminal Records Bureau (CRB) Enhanced Disclosure Certificate.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**