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| Trinity Academy HalifaxJob Description | |  |
| Job Title: | Data and Exams Officer |  |
| Job Scale: | Scale 4 (Point 7-11) |  |

**BASIC JOB PURPOSE**

* To support the Senior Data Manager in all aspects of academy data and its uses within and outside of the academy.
* To be responsible for the production of attainment analysis, assist with the management, reporting and analysis of data and targets relating to student achievement.
* To be accountable for the accuracy and punctuality of reports and data requests.
* To support the Exams Officer to manage all aspects of examinations organisation, entries and results and assessment data.
* To provide advice and guidance to teaching staff on examinations processes and procedures

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| **Reporting to:** | Senior Data Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | To work alongside teaching and support staff to develop the uses of, and implementation of, data systems, providing support for the effective use of data in all areas of academy life. |
| **2** | To support with assurance of the quality and accuracy of all input/output of academy data, including the analysis and preparation of assessment information and related reports. |
| **3** | To support the creation of mark sheets and report templates that support the monitoring and the production of assessments and reporting across the academy. |
| **4** | To support the administration and development of the Management Information System across the academy. |
| **5** | To be responsible for accurate data input and production in relation to a range of student level data, including the analysis and preparation of assessment information and other related reports. |
| **6** | Analysis and upkeep of internal and external examination, behaviour and key stage data and presentation in various formats to a range of stakeholders |
| **7** | Support with the delivery of training and support for colleagues to enable systems are fully utilised by staff and students. |
| **8** | Provide support with all aspects of examinations work throughout the academy. |
| **9** | Liaise with subject leaders to support the planning and efficient management of the exam system in the academy. |
| **10** | To support the management, recruitment and training of exam invigilators and work with colleagues to make appropriate arrangements for readers and scribes. |
| **11** | To contribute to the administration processes for examinations, including the operation of the MIS exams software and the organisation of procedures within the exam rooms. |

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| Other Specific Duties: |
| * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the Academy, students, parents and staff. * To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * Undertake the role of a Form Tutor within the Academy’s Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role. * To work at locations across the academy Trust.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job Title: Data and Exams Officer** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * Good IT skills and demonstrably good levels of literacy and numeracy * Experience of working to deadlines * Experience of working in a data analysis role * 5 or more GCSE’s at grade C / 4 or above, including English and Maths (or equivalent) | * Working with young people * Knowledge of working in a educational environment * Experience of school data production and management * Experience of examinations processes in schools |
| **Knowledge & Understanding** | * The application of ICT packages for efficient and effective data management and administration. * The use of Microsoft Office packages – especially Microsoft Excel. | * Knowledge of Bromcom or other education databases * Understanding of Safeguarding and Child Protection issues. |
| **Skills & abilities** | * Well-developed analytical, planning and organisational skills * Accuracy in inputting and preparing statistical information in various formats as directed. * Able to prioritise work and to manage work to meet tight deadlines * Adaptability to changing circumstances/ideas * Make decisions based on analysis, interpretation and understanding of relevant data and information * Demonstrate sound judgement with the ability to present solutions. * Ability to learn new software to a high level. | * Evidence of working effectively as a member of a team. |
| **Personal Qualities** | * Reliability and integrity. * A strong attendance / punctuality record. * Personable and gets on well with colleagues. | * Determination to succeed and the highest possible expectations of self and others. * Resilience and perspective |