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| **Job Title:** | **Data Analyst and Assistant Examinations Officer** |
| **Reporting to:** | Assistant Headteacher |
| **Hours of work:** | 37 hours per week, Term time plus one week (38 within term time, one week outside term time to be worked flexibly including August GCSE results week). |
| **Location:** | Witton Park Academy  |
| **Grade:** | **Grade F SCP 16 – 23 (FTE £24,012 - £27,741)** |

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| **Main Purpose/Responsibility** |
| In liaison with the School’s Senior Leadership Team provide assistance and support in strategic management of the school’s assessment, reporting, recording and tracking systems and assist the Trust Exams Officer. |
| **Main Duties** |
| **Management of all aspects of data within the Arbor System:*** Set up processes within the database including managing and assigning user permissions
* Coordination and completion of the school census (Plasc) and other statistical government returns
* Creation and maintenance of the assessment database and ensure assessment data on pupils is accurate and complete
* Analyse the data held in Assessment Manager and produce reports on progress, effort and behaviour on individual and cohorts of pupils at times set out in the assessment calendar
* Set up and manage systems for tracking the progress of pupils at each key stage
* Manage the production of annual reports and interim reports on the progress of all pupils
* Ensure the year 7 intake’s Key Stage 2 and transition data is complete and accurately imported

**Timetable:*** Support the Assistant Headteacher in the development and production of the school timetable using TimeTabler and maintain its accuracy through the school year
* Prepare a new academic year calendar in Arbor
* Promote students into the new year structure incrementing their curriculum years
* Manage the smooth transition from one academic year to the next with all sections of Arbor
* Update and apply periodic and casual changes to courses, teachers and rooms

**Data Analysis:*** Produce external reports
* Produce Governor summary reports, Local Governing Body as well as Trust reports
* Analyse and check data from national sources such as AAT checking exercise

**Assist Trust Exams Officer:*** Manage and co-ordinate examinations, including mocks, planning, seating and input of entries in liaison with the Head of Faculty for each subject area and in line with JCQ guidelines
* Organise, supervise and undertake clerical and administrative duties in relation to examinations and general administrative function
* Manage and supervise team members in relation to the provision of examinations and data collection support within the school
* Organise the preparation of examination timetables
* Co-ordinate delivery, issue, and dispatch of exams papers
* Ensure safe storage and confidentiality of examination materials
* Draft and submit exam related requests including Special Consideration applications.
* Administer post-results services including; submit review of marking requests, recall of exam scripts and request and issue of exam certificates

**Support for the school*** To participate in training and other learning activities and professional development as required
* To recognise own strengths and areas of expertise and use these to advise and support others
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