



Post Title	School Business Assistant – Level 3 (Data, Cover & Exams)
Hours	30 hours per week
Weeks	40 weeks (term time plus 10 days)
Grade	6
Line Manager	Data Manager

Statement of Purpose

Support the management of data for the school, including but not exclusively, assessment data and to ensure all data is used effectively. Assist with the coordination of cover supervision for classes.

Support for Data Management

- Make data available to appropriate stakeholders at the appropriate time eg parents, students, teachers, LA, DfE, other external agencies, via electronic transfer or hard copy.
- Ensure the integrity of all data held in the school eg census returns.
- Ensure effective input of data onto all data systems ensuring quality assurance.
- Develop and maintain data protocols.
- Assist with producing reports and documentation for SLT, governors or other stakeholders as required, meeting set deadlines.
- Ensure the school complies with all legislative requirements.
- Coordinate the process of distribution, amendment and printing of assessment profiles ensuring deadlines are met.
- Responsibility for administration of FSM and pupil premium.
- Support the data manager with any new initiatives which may arise and staff training.
- Upload assessment data into SISRA.
- Use a variety of data systems and websites to find historical data for new students.

Support for Examinations

- Assist with procedures pertaining to internal and external examinations.
- Make students aware as necessary of examination procedures and arrangements eg clashes.
- Assist with the administration arrangements regarding examinations eg dispatch of papers.
- Assist in meeting exam board deadlines and monitoring the completion, return and dispatch of all coursework and associated documentation eg estimated grades.

Support to Staff

- Deputise for the Team Leader Cover in their absence, including receiving messages from absent staff and organising appropriate cover arrangements. This includes arranging cover during the school day, at times when the Cover Team Leader is covering lessons.
- Inform staff of examination timetables, dates and deadlines.
- Support Line Manager and SENCo with access arrangements in accordance with JCQ guidance.



Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist with student needs as appropriate during the school day.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and agreed with the required members of the governing body and SLT.