

## Job Description

**Post Title:** Exams & Data Team Assistant

**Pay Scale:** SCP11

**Responsible to:** Data Manager

### Main Purpose of Post:

To assist the Exams and Data team in the planning, preparation and running of each exam series and each school data collection and to support the maintenance of the school data systems.

- Support the preparation of internal and external examinations including making exam entries, the production of seating plans, organisation of papers, equipment and distribution of student timetables.
- Under the guidance of the Exams Officer organise exam invigilator allocations and liaise with the invigilators with regards to their availability.
- Liaise with relevant departments in terms of the setting out of examination rooms to ensure exam rooms are set up to Board regulation standards.
- Ensure correct papers and all equipment are in the examination room in good time for each examination.
- Support the checking of completed exam papers and ensure the timely despatch of scripts to examiners.
- Support the preparation of results, ready for student collection on both results days.
- Organise and help with the distribution of results on appropriate days.
- Work with the SEN team on the access arrangements for exams.
- Deal with exam enquiries from staff, students and parents and liaise with Exam Boards.
- Assist the Data team at each data collection, including checking data, assisting with the printing, distributing and uploading of progress reports to staff, students and parents and the maintenance of associated systems.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

- The post holder will be expected to work within the schools' policies and procedures.

## **General**

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

*The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_