



**The Trafalgar
School** AT DOWNTON

Job Description

ADMIN ASSISTANT -
EXAMS & DATA

EDUCATION



Job Description



Main Purpose

- To provide administration support to both the Exams and Data Officer and Senior Leadership Team
- Assist with managing the core systems of the school and MIS system
- Collecting data from teachers, generating reports for SLT and Subject Leads
- Assist with DfE census returns
- Maintaining accurate students records and updating when necessary
- Assist with all aspects of examinations administration; GCSEs and PPEs (mock exams)
- Comply with all regulations as set out by the JCQ for examinations

Main Duties and Responsibilities

- Maintenance of student data; importing, exporting, recording and extracting of data from the school's system (SIMS) and external online sites including: SISRA, FFT, DfE Secure Access
- Updating Free School Meal and Pupil Premium information, liaising with external bodies and primary schools as necessary
- Assisting with exam entries and internal examination organisation
- Assisting with preparation for GCSE download day and on Exams Results day in August
- Assist with classing students and updating teaching groups throughout the year as necessary
- To provide additional administrative support to the Admissions Team as required
- General administrative support within the Admin team; reprographics, reception duties and student services cover as and when required
- To ensure all duties are carried out in accordance with GDPR, Health & Safety regulations and with due regard to Child Protection and Safeguarding
- To undertake any training and development for the better fulfilment of the post
- Act at all times as an ambassador for the school and model behaviour which upholds our Trafalgar values and ethos
- Foster good relationships with colleagues, students and the wider community
- Demonstrate a commitment to personal professional development
- Carry out other duties as may reasonably be assigned by line lead and Headteacher
- Need to be flexible and able to work outside of agreed hours eg. during the exam seasons (time will be given in lieu).



Person Specification

Knowledge & Skills

Essential:

- Good education to GCSE grade C or above (or equivalent), including English and Maths
- Excellent communicator
- Excellent administration skills
- Fluent with Microsoft suite of applications
- Ability to liaise with families, colleagues, students
- Ability to work independently as well as within a team
- Highly organised with meticulous attention to detail

Desirable:

- Administration experience within an educational setting
- Knowledge of JCQ requirements for all public examinations (GCSE or equivalent)
- Experience of school management information systems (MIS)

Personal Attributes

- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people
- An ability to inspire and relate well to the whole school community
- The ability to multi-task and manage interruption
- The ability to make accurate judgements of situations, and refer these to other staff, if necessary
- Helpful and positive attitude in a busy environment
- The ability to build and maintain positive and productive relationships with colleagues and students
- Ability to work calmly and under pressure
- Resilient
- Good communication and interpersonal skills
- Ability to work on own initiative
- Ability to work to deadlines and prioritise own workload
- A team player who is comfortable in both providing and responding to professional challenge
- A commitment to and evidence of professional development of both yourself and others
- Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach
- A sense of humour

