

Job Description

Data and Exams Officer, Berkeley Green UTC

Job Title	Data and Exams Officer, Berkeley Green UTC
Department	Administration
Reporting to:	Deputy Headteacher
Post reference:	SGSUTC06
Main Purpose of the role	
<ul style="list-style-type: none"> To work as part of the UTC's administration team, responsible for the student record system. To act as Examinations Officer, leading on all aspects of examination entry and administration. To maintain accurate student records, statistical, attendance and timetable data in a timely manner in accordance with established guidelines. To provide timely and accurate data to the senior leadership team. 	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> To maintain the UTC's student database, ensuring that data is collected and verified regularly and that information is made available for use by appropriate staff To lead on the administration of external and internal examinations To analyse statistical data relating to termly assessments and provide data tracking and analysis to help drive school improvement. To provide accurate and timely information to the Department for Education and other official bodies, including census, assessment and recruitment data. To facilitate the production of termly assessments and annual progress reports to parents and carers of students at the UTC To organise any cover arrangements for teaching staff, liaising with Senior Leadership Team, Heads of Department and Teaching Agencies to ensure that the best suitable cover is arranged each day Administration of room bookings Be responsible for managing own workload with minimal supervision Regularly review systems and processes specific to the job to ensure efficiency and fit for purpose. To undertake any routine clerical and administrative tasks appropriate to the post. To actively promote equality and diversity in all aspects of work. To take responsibility for own professional development and participate in relevant internal and external activities. To implement the UTC's health and safety policies and practices, including Safeguarding. To carry out the above duties within the requirements of the Data Protection Act. To carry out the above duties in a confidential and sensitive manner. To undertake such other duties commensurate with the grade of the post as may reasonably be required 	
Key Interfaces	
<ul style="list-style-type: none"> Deputy Headteacher Senior Administration Assistant 	

Supporting SGS Academy Trust's Goals and Values

In addition to the particular requirements and characteristics of individual roles, all staff employed by SGS Academy Trust are expected to actively support the achievement of SGS Berkeley Green UTC's goals and, at all times, both internally and externally, to behave in a manner consistent with our mission and values. This means:

- Performing your role and delivering your service in a way that helps the SGS-AT achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of SGS-AT as one that is committed to the highest standards of delivery and service.
- Sharing the SGS-AT's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the SGS-AT's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety.

Measurable Performance Standards for this role

- To be developed in conjunction with line manager.

Level of Disclosure and Barring (DBS) disclosure required

- Enhanced with barred list checks

Author and Date

Louise Davies 3 March 2020

Job Evaluation (for HR Completion)

Score		Profile		Level	
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Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Data and Exams Officer, Berkeley Green UTC

Criteria	Essential	Desirable	Assessed by
Qualifications			
GCSE Maths and English grade C or above or equivalent	✓		Application form/certificates
Higher Level qualifications at Level 3 and above		✓	Application form/ interview
Evidence of relevant Continuing Professional Development	✓		Application form/ interview
Experience and knowledge			
Experience of working with a Management Information System in a school or college	✓		Application form/interview
Experience in the administration of external examinations in a school or college		✓	Application form/interview
Knowledge of the education sector	✓		Application form/ interview
Expertise in spreadsheets and databases	✓		Application form/ interview
Skills and abilities			
Able to develop and deliver services and systems applicable for effective school operation.	✓		Application form/interview
Able to use a range of ICT packages, including MS Office and budgeting software	✓		Application form/ interview
High level of analytical skills	✓		Interview
Highly developed communication and interpersonal skills	✓		Application form/ interview
Working with integrity, honesty, loyalty and fairness	✓		Application form/ interview
Ability to work under pressure and meet deadlines	✓		Application form/ interview

Essential SGS-AT attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview