



The de Ferrers Trust

Vision: Embedding & Sustaining
Excellence
2015 – 2020



Job Description:

Assistant Assessment Officer – Data
and Examination

Responsible to:
Current Postholder:

Data and Examinations Manager

Signed:

Date:

Post Title: Assistant Assessment Officer - Data and Examinations

Post Grade: Grade 2

Location:

The Pingle Academy
Coronation Street
Swadlincote
Derbyshire
DE11 0QA

Trust Purpose and Values:

The Strategic Vision

The strategic plan for The de Ferrers Trust over the next 3-5 years is to create a network of successful academies which will provide sustainable progress and attainment for all students. These academies will be the hubs of their communities to rejuvenate lifelong learning and provide a focus for family engagement.

Ethos and Values

At each of our academies we will strive to inspire through the delivery of a 'World Class' education ensuring that every student achieves their potential. We aspire to be a beacon of excellence within the community we serve where everyone feels valued, included and proud.

Our PRIDE values of Partnership, Respect, Integrity, Determination and Excellence are the foundations of our Trust and the community we serve.

Role Purpose

To support the management of data for the school, including but not exclusively assessment data and to carry out administrative duties relating to examination entries and results.

The postholder will be accountable to: Data and Examinations Manager

Major Duties

Support to Data

- Make data available to appropriate stakeholders at the appropriate time. e.g. parents, students, teachers, LEA, DCSF, other external agencies at the appropriate time
- Ensure the integrity of all data held in the school
- Ensure data is input in a consistent and accurate manner onto all data systems
- Develop and maintain data protocols

- Assist with the analysis of data produced, and produce reports and documentation for the Senior Leadership Team, governors or other stakeholders as required
- Provide data and produce reports in a timely manner to meet internal and externally set deadlines
- Produce regular reports to meet statutory requirements and deadlines
- Ensure student reporting system is operated effectively and student reports delivered on time
- Open, sort, distribute or respond to any post received from the examination boards
- Maintain and update the filing system in the Exam Office
- To provide admin support to the academy Data Manager

Support to Exams

Under the supervision of the Data and Examination Manager:

- Assist with Exam entries
- Arrange seating plans and prepare invigilation documentation as required
- Count and store examination papers
- Check, label and seal exam papers for dispatch to External Examiners
- Deal with telephone enquiries as appropriate
- Assist with exam day arrangements
- Procure and despatch certificates to and from other schools

Support to the Organisation

- Provide routine clerical/administrative support e.g. photocopying, filing, faxing, emailing, completing routine forms and responding to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data
- Undertake more complex typing, word processing and other IT based tasks
- Undertake routine administrative procedures
- Operate relevant equipment/computer applications e.g. Word, Excel, databases, spreadsheets, internet
- Provide general advice and guidance to staff, pupils and others

Special Features

- The postholder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive
- Be a professional role model, and understand and promote the aims and values of the Trust.

Professional Accountabilities *(this list is not exhaustive and should reflect the ethos of the Trust)*

The post holder is required to be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the Trust's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, within budget and to

implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes;
- To contribute to the overall ethos/work/aims of the Trust;
- To establish constructive relationships and communicate with other agencies/professionals;
- To attend and participate in regular meetings;
- To participate in training and other learning activities and performance development as required;
- To recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- To ensure a work environment that protects peoples' health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

Note

- a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any authority interpretation as discussed with the non-teaching association.
- b) The details of the duties will be determined following consultation with the post-holder.
- c) The Academy operates a no smoking policy.

Person Specification
Assistant Assessment Officer – Data & Examinations
Level 2

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • General clerical/administrative/financial work 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline • Microsoft pack i.e. Word, Excel, Outlook • CLAIT/RSA or equivalent 	I
Knowledge/Skills <ul style="list-style-type: none"> • Ability to prioritise • Ability to work on own initiative • Ability to remain calm under pressure • Excellent interpersonal skills. • Confident • Good oral and written communication • Cheerful disposition with a good sense of humour • A good record of attendance • Good keyboard skills 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges <p>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</p>	AF/I

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***