



**Wootton Academy Trust**

**Job Description**

**Examinations & Data Administrator**

<p><b>Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<p><b>Job Purpose:</b></p>	<p>To support the Examinations Officer in the administration, organisation and smooth running of all processes in connection with external and internal examinations at Wootton Upper School and Kimberley STEM College. To provide admin support for the Trust Data Manager with specific responsibility for student files.</p>
<p><b>Job Title:</b></p>	<p>Examinations &amp; Data Administrator</p>
<p><b>Reporting Line:</b></p>	<p>Data Manager with some delegated responsibility to the Examinations Officer</p>
<p><b>Hours:</b></p>	<p>37.5 hrs per week (8 am to 4 pm) term time only (including 5 training days) with the flexibility to work during the school holidays as required.</p>
<p><b>Line management responsibility for:</b></p>	<p>N/A</p>
<p><b>Principal Accountabilities/ Responsibilities</b></p>	
	<p><b><u>Examinations</u></b></p> <p>To assist the Examinations Officer in collating data from departments and inputting entries for both internal and public exams.</p> <p>To ensure the appropriate registration for BTEC/vocational assessment components working with the Trust Quality nominee and Data Manager.</p> <p>To assist the Examinations Officer with the preparation of both internal and public exams; preparing the environment, exam materials, seating plans, timetables, entry checks and resolving exam clashes.</p> <p>To assist both the Examinations Officer and SEND in facilitating access arrangements for all exams.</p> <p>To assist the Examinations Officer with the booking and training of Invigilators.</p> <p>To manage the summer exams at Kimberley College and support the Examinations Officer with the smooth running of all examinations across the Trust.</p> <p>To collate papers and send to examination board according to JCQ requirements.</p>

To arrange and administer other external examinations when required, for example, University Aptitude Tests and Entrance exams.

Submit any applications for “special consideration” as required for students following public exams and liaise with awarding bodies, prior to public examinations for advice and guidance.

Answer any queries from students, staff or parents relating to public and mock examinations.

To liaise with Exam boards to deal with inquiries or resolve any problems as required.

To assist the Examinations Officer in completing a subject qualifications list.

To assist with the processing of results of external exams and to distribute them to students as required. To maintain clear communication with all parties regarding remarks, return of scripts and appeals.

To assist the Examinations Officer in administering all inquiries about results as required.

To ensure an up to date knowledge of the JCQ and exam board regulations.

Deputise for the Examinations Officer when required.

**Data**

To arrange for in year admissions appointments and ensure that all relevant paperwork is produced.

To import and export CTF files into SIMS liaising with the Trust Data and SIMS Manager, ensuring that student files are requested from the previous schools prior to the student being admitted.

To be responsible for the administration of student leavers including updating SIMS, contacting new schools and forwarding student records to new schools.

To obtain UPN and ULN numbers and update SIMS with set changes for students at Wootton Academy Trust.

Provide administrative support for the Trust Data and SIMS Manager at key times during data collections, checking data and sending student data home.

Run reports on SIMs for specific analysis and produce lists of students for departments and classes as required.

To maintain student records and keep up to date.

**General**

Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Undertake and deliver further training as required for your areas of responsibility.

Undertake any other duties of a similar level and responsibility as may be required

Wootton Academy Trust requires that all staff receive Safeguarding training, and have read and strictly adhere to the Trust's Safeguarding & Child Protection Policy.

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	Educated to GCSE level with a minimum of 5 passes A* to C grades including English and Maths or equivalent	
<b>Experience</b>	Experience of working in an administrative environment	Experience of working within a school  Knowledge of SIMS
<b>Knowledge &amp; Skills</b>	<p>Ability to work independently and as part of a team</p> <p>Organised with effective planning and time management skills with the ability to meet deadlines</p> <p>Ability to work on own initiative within set boundaries</p> <p>Ability to communicate effectively with colleagues and students.</p> <p>Good analytical and problem-solving skills</p>	Knowledge of JCQ requirements
<b>Personal competencies and qualities</b>	<p>Willingness to undertake further professional training, as appropriate.</p> <p>Self-motivated, focused and driven</p> <p>Discreet, confidential and professional</p> <p>Willingness to be flexible to meet the needs of Wootton Academy Trust</p>	