**Job Description – Examinations and Data Support**

**Grade F**

This Job Description is to be used in conjunction with the Royal Wootton Bassett Academy Support Staff Generic Job Description (2012).

**Purpose:**

* To provide administrative support to the Examinations Officer and the Data Officer.

**Duties and Responsibilities:**

* Administration for Enquiries about Results (EARS) and Access to Scripts (ATS).
* Preparation for each examination season (PPE and external) including production of photo ID cards, and ensuring examination boxes are up to date with new regulations and information for invigilators.
* Printing and distribution of examination timetables.
* Administration of any assessments/coursework that needs to be sent for moderation.
* Assist Examinations Co-ordinator in running the summer external examination (may need flexible or additional hours if required).
* To set up the pupil data mark sheets.
* Create the mark sheets and templates for Progress Reports
* Checking of Progress Reports, uploading to SIMS and sending to parents via SIMS IN Touch
* Creation of report for analysis of Pupil Attitude to Learn for relevant staff
* Administration of CATS and reading tests for KS3.

**Necessary skills and qualities:**

* Knowledge of working with Microsoft Excel and Word
* Ability to work as part of a team
* Good organisational skills
* Ability to be flexible and adaptable
* Knowledge of SIMS useful but not essential as training will be given

**Supplementary Information**

**Note 1:** This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed. Where additional time is needed to carry out this role, please liaise with Deputy Headteacher and follow the guidance given on recording any time accrued.

**Note 2:** The job description is not necessarily a comprehensive definition of the post and the Headteacher may request reasonable additions. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder.

**Note 3:** Further advice or guidance on this role and Royal Wootton Bassett Academy’s expectations of this role can be obtained through your Line Manager.

**Note 4:** The Academy will inform the individual separately on an annual basis of the Governors’ review of the structure of your salary entitlement.

I understand, and agree to, the above information which outlines my job description.

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

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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