

The Royal Alexandra & Albert School

Data & Exams Assistant Job Description



Post Title: Data & Exams Assistant

Contract Type: Permanent

Reporting to: Data & Exams Manager

Hours of Work: 39 weeks per year, 22.5 hours per week (plus two INSET days)

Key Responsibilities

Supporting the Data & Exams Manager

- Assist with the accuracy and integrity of platforms including but not limited to: MIS, Go4Schools, FFT.
- Implement changes to the student curriculum as required through the year.
- Assist with the DfE school census returns and table checking process.
- Assist with the school promotion process at the end of the Summer term.
- Assist with the analysis of Public Examination results, and KS2 SATs results.
- Assist with free school meals applications and verification.
- Assist with the production of student reports to meet standards and deadlines.
- Support the Data & Exams Manager to produce analytical reports on request from Deputy Head; Achievement, Standards & Inclusion and/or Headteacher.
- Assist with the response to SAR and Freedom of Information requests.

Supporting the Exams Officer

- Assist with the entries of Public and Internal exams.
- Assist with Public Examination result days/distribution of results.
- To assist with organisation of all exams, testing and invigilators.
- Ad hoc invigilation in exam rooms.
- Liaise with maintenance and in-house teams regarding room bookings/room set up.
- Complete stationery orders for exams.
- Support with communications to internal and external stakeholders.

Additional Operational Responsibilities commensurate with the role to be agreed with the Headteacher/Deputy Head: Achievement, Standards and Inclusion.



Ambition



Courage



Integrity



Respect

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos and aims of the School
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect

Person Specification:

Criteria	Essential	Desirable

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