



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Data and Examinations Assistant
JOB PURPOSE	<p>To support and assist the Data and Examinations Manager to lead and administer the school's management information systems.</p> <p>To provide high quality support for the administration of all internal and external examinations.</p>
GRADE:	Band C
RESPONSIBLE TO:	Data and Examinations Manager

MAIN DUTIES AND RESPONSIBILITIES

Data

- Promote, collaborate and drive the positive and effective use of data across the school.
- Administer and maintain the school's management information system and maintain accurate and complete records, carrying out various routines to process new starters, leavers, student timetables and support the submission of the school Census.
- To assist with various data-based tasks such as data analysis (SISRA Analytics / Alps Connect / FFT); checking;
- Liaise with the DfE, Local Authority, other schools and organisations to obtain or exchange student data.
- Administer SIMS Assessment Manager including: the creation and maintenance of grade sets, result sets, aspects, templates, mark sheets and individual student reports to help raise the standards of pupils' achievement.
- To produce SIMS analysis reports in relation to various aspects of student data including: Attendance, Behaviour, Achievement, Exclusion and Detention presenting information to all stakeholders as required by SLT.
- To provide assistance and guidance to staff to help them to use data systems effectively.
- To handle and process data with the utmost integrity, security and confidentiality; and in accordance with GDPR principles.

Examinations

- Support the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent manner, to ensure the security and integrity of the examinations at all times.

- To help plan and organise the school's external and internal exams/tests, ensuring that all required materials/resources are in place before the start of an exam; and organising reasonable adjustments for specific students as determined by the SENDCO.
- To prepare and publish information which assists in the smooth running of exams, and deal with queries from staff, students, parents/carers, and invigilators.
- To take an active part in the daily running and overseeing of exams, liaising with invigilators, and taking steps to solve any issues/problems that occur prior to, during or after exams.
- Liaise with all staff regarding examination entries and submitting entries in advance of deadlines.
- Collecting and despatching worked scripts in accordance with regulations.
- Being present and available in school on the days when results are notified and overseeing the distribution of results to candidates.
- Assist with producing analysis of examination results.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for the return of scripts.
- Encouraging a positive examination culture in school to which all staff and students subscribe
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff; support the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after the examinations have taken place.

Administration and Support

- Manage the organisation of Parents Evenings.
- Administer the Year 9 Options process.
- To organise and attend the annual GCSE and A Level Awards Evenings, liaising with students, sponsors, venues, guest speakers and organising awards.
- To administer the Edulink communication system used by staff, students, parents and carers.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/school Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's schools at events, as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the school.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.

- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
Equivalent of five A* - C (9 – 4) grades at GCSE	X	
Excellent numeracy/literacy skills	X	
ICT Qualifications		X
SIMS training		X
Experience		
2+ Years' experience working in office environment	X	
Experience working in a school/education environment		X
Experience of working accurately and to demanding deadlines	X	
Experience of successfully prioritising workloads of self and others		X
Experience of working in an exam setting		X
Experience of MIS		X
Knowledge and Skills		
High level of ICT literacy with effective use of specialist ICT packages, including:- <ul style="list-style-type: none"> • MS Office • Accessing and downloading data • Manipulating and analysing data • Completing electronic entries • Inputting, accessing and interpreting information from various databases accurately 	X	
Knowledge of examinations processes and awarding bodies	X	
Awareness of the requirements of GDPR	X	
Ability to communicate effectively both written and orally with all levels of internal and external stakeholders	X	
Capable of working with minimal supervision but to refer issues appropriately on own initiative	X	
Capable of building credible relationships at all levels	X	
Meticulous attention to detail	X	
Ability to analyse data and collate into meaningful reports for end uses	X	
Knowledge and operation of SIMS		X
Full working knowledge of relevant policies/codes of practice/legislation including GDRR, exam and JCQ procedures and guidelines		X
Development		
Flexibility in working hours during busy examination periods	X	
Ability to maintain strict confidentiality	X	
Ability to plan and develop systems	X	
<p>Signed: _____ Date: _____</p> <p>Print name: _____</p>		

