



Job Description - Data & Exams Administrator

Job details

Salary: SCP 4-6

Hours: 27.5 hours per week

Contract type: Full time, TTO+5 (Some overtime options)

Reporting to: Data Manager

Responsible for : N/A

Main purpose

The purpose of the post is to work closely with and support both the Data Manager and Exams Officer, taking particular responsibility for the administration support related to Data and Exam processes and the school's statutory obligations within these areas. Ensure the effective application, maintenance and monitoring of systems supporting the practices and procedures relating to Data and Exams.

Duties and responsibilities Data

Administration:

- Work closely with the Data Manager to ensure the accuracy and relevance of reports and providing administrative support to support them
- Access, update and maintain pupil data across relevant systems including pupil records, ensuring the databases used remain fit for purpose and up to date
- Produce accurate reports and deal with correspondence
- Support the Data Manager with processes around Census returns adhering to necessary procedures
- Communicate clearly and accurately with a range of stakeholders including parents/carers, Local Authority Officers and other professionals
- Word processing of letters, documents and reports as required
- Under the direction of the Data Manager, support administration processes surrounding admissions/intake, leavers, new year and year end data input and manage housekeeping tasks in this respect
- Assist and support colleagues with timetable creations for new starters
- Ensure data accuracy at all times
- Assist with admin processes surrounding student changes of information
- Assist and support with student progress reports
- Act as the first point of contact for all data related enquiries in the Academy, referring complex requests or points of issue to the Data Manager
- Maintain an awareness of legislation and software up-dates

Exam Administration:

- Work closely with the Exams officer to provide a high standard of administrative support to support Exam processes
- To have a good understanding of the roles and responsibilities for exams laid out in the relevant guidance matter

- To be responsible for the receipt, secure movement and storage of exam papers and documentation, working alongside the Exams Officer.
- Under the direction of the Exam Officer, ensure the administration to support the conducting of examinations is completed in line with the necessary guidance.
- Support processes regarding invigilator training and allocation, maintaining records of training dates and organising training where necessary
- Maintain stocks for exam resources and organise orders where required, ensuring all resources are in place for exams, including invigilator packs
- Assist with seating plans and room allocations for exams, and set up exam rooms
- Contribute to the update and communication of emergency arrangements regarding exams, including the emergency evacuation procedure
- Assist with communication to all necessary parties regarding exam arrangements, including parents/carers, pupils, invigilators and colleagues
- Assist the Exams Officer on the day of all exams with all necessary administration support, including secondary checks
- Be responsible for secure postage of exam documents, in line with exam board guidance, ensuring prompt transfer of information and necessary evidence is obtained
- Be willing to attend the school site for key exam dates, e.g. results days, to assist with support to the Exam Officer and school

General Requirements:

- Develop and promote high standards throughout the School
- Be familiar and comply with all relevant school and Trust policies and procedures relevant to the role
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school and Trust
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Keep records in accordance with the Trust retention schedules, ensuring information security and confidentiality at all times
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy contributing to the safety of children and young people and protect them from harm
- Provide administrative support to the wider school teams, when required, including the attendance, SEND, Admin and Reception Teams as required
- Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.
- Undertake any other duties, commensurate within the grade, at the discretion of the line-manager

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will undertake.

Person specification

CRITERIA		E/D	IDENTIFIED
EDUCATION AND TRAINING	GCSE or equivalent level, including at least a grade 4 (grade C) in English and maths	E	A
EXPERIENCE	Carrying out administrative and secretarial tasks	E	A
	Dealing with face-to-face, electronic and telephone interactions	E	A
	Experience of working in a school environment	D	A
	Working and collaborating within a team	D	A
	Organising and minuting meetings	D	A

