



Support Service Team	Data Team
Job Title:	Data and Exams Assistant
Grade:	5DT Grade 5
Post Purpose:	<p>As a member of the data team, you will be responsible for the following</p> <ul style="list-style-type: none"> • To support the Exams Manager with the administration and running of all exams. • Work closely with the SEND Team to arrange and monitor access arrangements. • Support the Data Manager with administration of student data.
Accountable to:	Exam and Data Team Leader
Key Responsibilities	<p>The below is not an exhaustive list of duties but a detailed summary of key tasks.</p> <ul style="list-style-type: none"> • Support the examination manager with: <ul style="list-style-type: none"> ○ Administration using MIS systems for exam arrangements ○ Setting up and ensuring the exam venues are compliant with JCQ regulations. ○ Deputising for Exams Manager when required ○ Facilitating the examinations announcements to large cohorts. • Support the Data Manager with: <ul style="list-style-type: none"> ○ Manage course enrolments for students ○ Work with the data and Arbor help inbox, respond to jobs and queries that arise. ○ Provide solutions for all data related queries from all stakeholders. ○ Quality assurance of assessments in software packages.
Access Arrangements	<ul style="list-style-type: none"> • Liaise with the SEND team/Access Arrangement Assessor to organise support and eligibility of Access Arrangement pupils. • To be responsible for ensuring access arrangements are fulfilled for students that have SEND in formal and informal settings. • Work with Exam Access Assessor to ensure accurate assessment of students Exam Access Arrangements • Liaise with the SEND team/Access Arrangement Assessor to organise support for Exam Access Arrangements.
General	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required.



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- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.

To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
Good standard of general education, including GCSE in English and Maths	D	A/I
ICT experience or qualification relevant to the post.	D	A/I
Experience of working with students within an education setting	D	A
Previous experience of working within a school environment	D	A/I
Skills		
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including microsoft office, Teams, etc	E	A/I
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Highly organised, able to prioritise the workload	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application
 I = Interview
 T = Task/Activity
 R = References