

Job Description: Data and Exams Assistant

1. **Title and Grade of Post: Data and Exams Assistant**

**H4 30hrs TT + 2 week**

1. **General Professional responsibilities**
   1. To assist with the smooth running of the reporting and assessment process;

2.2 To be active in promoting the school’s aims through delivering high standards of administrative support.

1. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that documents, so far as is relevant to the post holder’s title and salary grade.

1. **Relationships**
   1. The post holder is responsible and accountable to the Headteacher;

4.2 The post holder reports to the Data & Exams Manager.

4.3 The post holder also interacts with other professional colleagues and should establish and maintain productive relations with them.

1. **Particular responsibilities**

**Data**

* 1. To produce accurate reports for parents to an agreed timetable;
  2. Monitor data collection to ensure all necessary data is completed by staff and to meet deadlines;
  3. Input data and produce computerised reports as delegated;
  4. Assisting with the upkeep of all aspects of the school’s ARBOR database and production of reports;
  5. to assist the Data & Exams Manager with analysis of assessment data;

**Exams**

* 1. To support the Data & Exams officer throughout the examinations process and carry out general administration tasks as directed;
  2. To assist with the production and distribution of exam related information, including entries and timetables, to students and their parents/guardians;
  3. To assist with subsequent amendments to examination entries;
  4. To liaise with learning support with regard to students requiring ‘access arrangements’;
  5. To liaise with and support the organisation of external invigilators;
  6. To assist with the examination sessions including distribution and collection of papers, and preparing and posting the scripts;
  7. Facilitate the planning of internal school examinations;
  8. To help ensure the security and checking of examination papers in accordance with the JCQ regulations;
  9. To assist with the results process for external examinations and help produce examination results data for teaching staff;
  10. To assist with the process of all post results services including appeals following the publication of results.
  11. To carry out any other duties as reasonably requested by the Head teacher or

Senior Leadership Team.

***This job description issued June 25 may be amended at any time by agreement but, in any case, will be reviewed annually.***

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to comply with the School’s Safeguarding Policy, observe all other School policies and*

*data protection guidance*