

Post Title	Exams and Data Administrative Assistant
Responsible to	Exams and Data Officer
Salary	Salary: Scale 3 point 5 (£16,317)

The information contained below is to help staff understand and appreciate the work content of their post and their role within the organisation. It should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, this document is not intended to fully outline the scope of the role.

Specific Accountability	<p>Assessment, Recording and Data</p> <p>The Exams & Data Administrative Assistant will:</p> <ul style="list-style-type: none"> • Report to the Exams & Data Officer • Assist and contribute to the Data and Exam Officer at North Cestrian School.
Specific Accountability	<p>The post holder will have the ability to:-</p> <ul style="list-style-type: none"> • Assist and support the administration within the Exams & Data Team • Work as part of a team • Have an attention to detail • Produce and organise data for others to use • Follow instructions, be able to prioritise and work independently when required • Contribute to the positive school ethos 'where individuals thrive', in which every individual is treated with dignity and respect and where the safety and welfare of our young people is paramount.
Minimum Required Outcomes: -	<ul style="list-style-type: none"> • In accordance with the Exams Policy and the Joint Council requirements, assist in the sound administration of all internal and external examinations • Contribute to the successful outcomes of Exam Board inspection procedures • Be able to, under the instruction and guidance of the Exams & Data Officer, liaise with Senior Leaders, Curriculum Leaders and their teams and any other key stakeholders as required • Produce and disseminate candidate examination timetables.

**Expected
Related
Activities**

- Follow and respond to key schedules e.g. Assessment, Recording and Reporting and the School Academic Calendar, working to tight deadlines
- Assist in the collection, collation and submission of student exam entries to the relevant Boards via the SIMS system as required
- Administratively support all systems and process for internal and Pre-Public examinations for all year groups
- Provide assistance for all requests and processes for Access arrangements, Special Consideration and Provision, etc.
- On instructions support with the administration/induction of invigilators
- Support the Exams & Data Officer in her communication with Parents/Carers regarding examination data/entries when required
- Provide monitoring and 'checking' service for all examination papers upon arrival and ensuring secure storage.
- Contribute to North Cestrian being viewed as a Centre of excellence for Exam administration e.g. support provision to ensure that all exam rooms have approved conditions in compliance with the Joint Council requirements.
- Checking of exam scripts prior to posting and keeping records liaising with Curriculum leaders and 'linked' members of SLT
- Supporting the Exams & Data Officer by keeping accurate records of exam scripts, tiers of entry and posting arrangements.

- Assisting in the administration of and presentation of exam results to candidates in August
- Assisting in the administration of exam results and any the appeals process.

**Specific
Accountability**

Data

**Minimum
Required
Outcomes: -**

- Assist the Exams & Data Manager with the administration of all Assessment, Reporting and Recording process.
- Maintain accurate records of courses and qualifications being studied at the School liaising with the Deputy Head and Academic Director.

**Expected
Related
Activities**

- Updating of Mark sheet templates for each Data Assessment Capture (in accordance with the School Assessment and Reporting schedule).
- Check and report to Exams & Data Officer on the completion of Data Entry by teachers at each data assessment capture.
- Process changes to individual students classes on SIMS
- Assist the Exams & Data Officer with the production of student interim and full reports.
- Support the Admissions Officer with maintaining up to date student records, including for new students
- Be responsible for the development and support of the common transfer system to provide consistency of data from school to school
- Completion of the school census and other statistical government returns
- Keep up to date with SIMS developments, including attending training courses as required.

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

- To be responsible for your own continuing self-development, undertaking training as appropriate.
To undertake other duties appropriate to the grading of the post as required.

Other Areas of Accountability

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head-teacher to carry out appropriate duties within the context of the job, skills and grade

Exams & Data Administrative Assistant: _____ (signed)

Date: _____