



Job description

Post title:	Data and Examinations Assistant
Responsible to:	Examinations Officer
Grade:	3 SCP 3 £24,796 FTE (Actual Salary £21,944)
Hours:	37 hours Mon – Thurs 8.00am – 4.00pm (½ hour lunch) Friday 8.00am – 3.30pm Term Time plus 1 week inc Results Days (extra hours may be required during busy exam periods)
Contract	Fixed Term – 2 years

Main Job Purpose

The postholder will play a supporting role in providing administrative support services to the data and exams office and students in relation to the exam admissions, data and examination of students.

The postholder will assist in the provision of administrative and data management support within the school involving administering examination entries and records, the collection and analysis of data relating to individual student options, overall subject areas and whole school performance. In addition, the postholder will assist with the organisation of the examination timetables, related resources/accommodation and the direction of invigilators. The post holder will assist in the issuing of results to students and staff.

Main Responsibilities and Duties

1. To advise and liaise with staff and students regarding examination entry deadlines.
2. To assist in the processing of student examination entries, ensuring all submission deadlines are met.
3. To assist in the management of examination data, including the maintenance and updating of all related computerised and manual records in a confidential manner. To undertake necessary administrative tasks relating to the preparation for, the sitting of and despatch of papers relating to the examination of pupils by the relevant external body within the guidelines and timeframe set by those bodies.
4. Working with other administrative staff on the up-keep of the schools electronic student records including student personal information, updating student information and student transition paperwork.
5. To produce and communicate Internal Examination Timetables (staff and students)
6. To liaise with teaching staff, other school staff as appropriate and officers of the external examination bodies as necessary.
7. Assist in training invigilators and arranging training sessions and thank you events.
8. To contact invigilators to arrange attendance at the school for examination invigilation, to liaise with caretaking or other premises related personnel regarding the suitable preparation of examination venues; to assist in the production of student examination timetables to ensure pupil attendance requirements are met.
9. To collect, collate and maintain data relating to student's examination performance, class, faculty and subject performance.

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10. To assist teaching staff in the interpretation of results, developing, modifying and enhancing report formats, content and design to meet the management needs of the school and to ensure compliance with the requirements of the Data Protection Act.
11. To assist with the electronic administration of the school timetable, including the administrative changes regarding teaching set changes using agreed processes to ensure accuracy
12. To support the school's assessment systems including liaising with ICT staff, Sixth form offices and staff regarding completion.
13. Keeping a record of colleagues that have failed to meet deadlines on multiple occasions and reporting this to senior colleagues where appropriate.
14. Working with the SEND Department to facilitate access arrangements for students in line with the examination board requirements.
15. Be familiar with and ensure compliance with all current legislative requirement, i.e. data protection and computer misuse, and advise staff as appropriate.
16. To make decisions on a day to day basis to ensure that examination deadlines and other requirements are met (e.g.: safe storage of papers, sufficient and complete number and type of papers are available, issuing and return of papers, the secure despatch of papers).
17. Responsible for the security, handling and safekeeping of all examination papers within the school under the guidance of the Data and Examinations Manager / Headteacher or other delegated line manager.
18. To develop a detailed knowledge of examination administrative requirements of external bodies recognised and used by the school. Assist in the safe and secure management of the school's examination data and the reporting of that data to the appropriate agencies.
19. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
20. The above list of responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager/Headteacher.

Working Environment

- Office based post.
- Subject to substantial and frequent periods of computer input and data manipulation.
- Occasionally processing heavy loads of incoming/outgoing mail.
- Occasionally required to lift and transport heavy parcels containing examination papers (can exceed 5kg)