



JOB DESCRIPTION

Post Title:	Data & Examinations Assistant
Grade	Grade 3 - £18933- £20092 pro-rata 37 hours per week Term time only plus teacher training days 39 weeks per year £16357 - £17358 actual salary
Job Purpose:	To support the Data & Examinations Managers in all aspects of their roles. Ensure report data is collected, collated, analysed and distributed in accordance with the school schedule. Support in preparing and analysing data for external bodies and in the running of external and internal examinations.
Responsible to:	Assistant Headteacher, Data & Examinations Manager
Functional Relationships:	Internal: Headteacher & Leadership Team Curriculum & Pastoral Leaders Teaching and Support Staff Students External: Examination Boards Parents

Responsibilities and Duties:

To assist the Data & Examination Manager in:

Organisation

1. Contribute to the planning, improvement and organisation of data systems and procedures
2. Ensure targets are set for all students/subjects and produce and distribute target information
3. Ensure staff complete data accurately and to deadlines
4. Collect, collate, analyse and evaluate information, ensuring accuracy of data and produce reports and information as required for distribution to staff, parents and pupils
5. Work to school schedule ensuring deadlines are met for progress checks
6. Assist in the preparation of school census information

Administration

1. Undertake typing and word processing and complex IT tasks e.g. handling specific school based records for data and examination analysis
2. Enter data accurately
3. Search for data and download/import data when necessary
4. Undertake the administration of complex data procedures.
6. Communicate with other staff to share data and improve efficiency e.g. set changes which affect exam entries, liaise with reprographics re timescales
7. Provide administrative and organisational support to Data & Examinations Manager
8. To assist in training and develop staff as appropriate in relation to data & examinations

Examinations

1. To assist the Examinations Manager to ensure that the correct entries are made for all GCSE, AS, A2, BTEC, Key Skills and other examinations.
2. To support in the running of all examinations to ensure they run smoothly.

Other Duties



1. To maintain filing systems to ensure that the information is kept up to date and easily accessible.
2. To maintain databases, inputting and retrieving data in the format required.
3. To monitor any trends and/or maintain any required logs or records, including a record of complaints.
4. To maintain a reference library of essential statutory and reference documentation, including publications which must be available for public inspection.
5. To liaise with School staff and to respond to enquiries on matters within the post holder's responsibilities.
6. To undertake training in accordance with job requirements and performance reviews.
7. To comply with the requirements of equal opportunities, data protection, copyright, health & safety and other relevant legislation and School policy.
8. To undertake any other reasonable duties consistent with the specification and grading of the post.

Dated:

Signed Postholder:

Signed Headteacher:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.