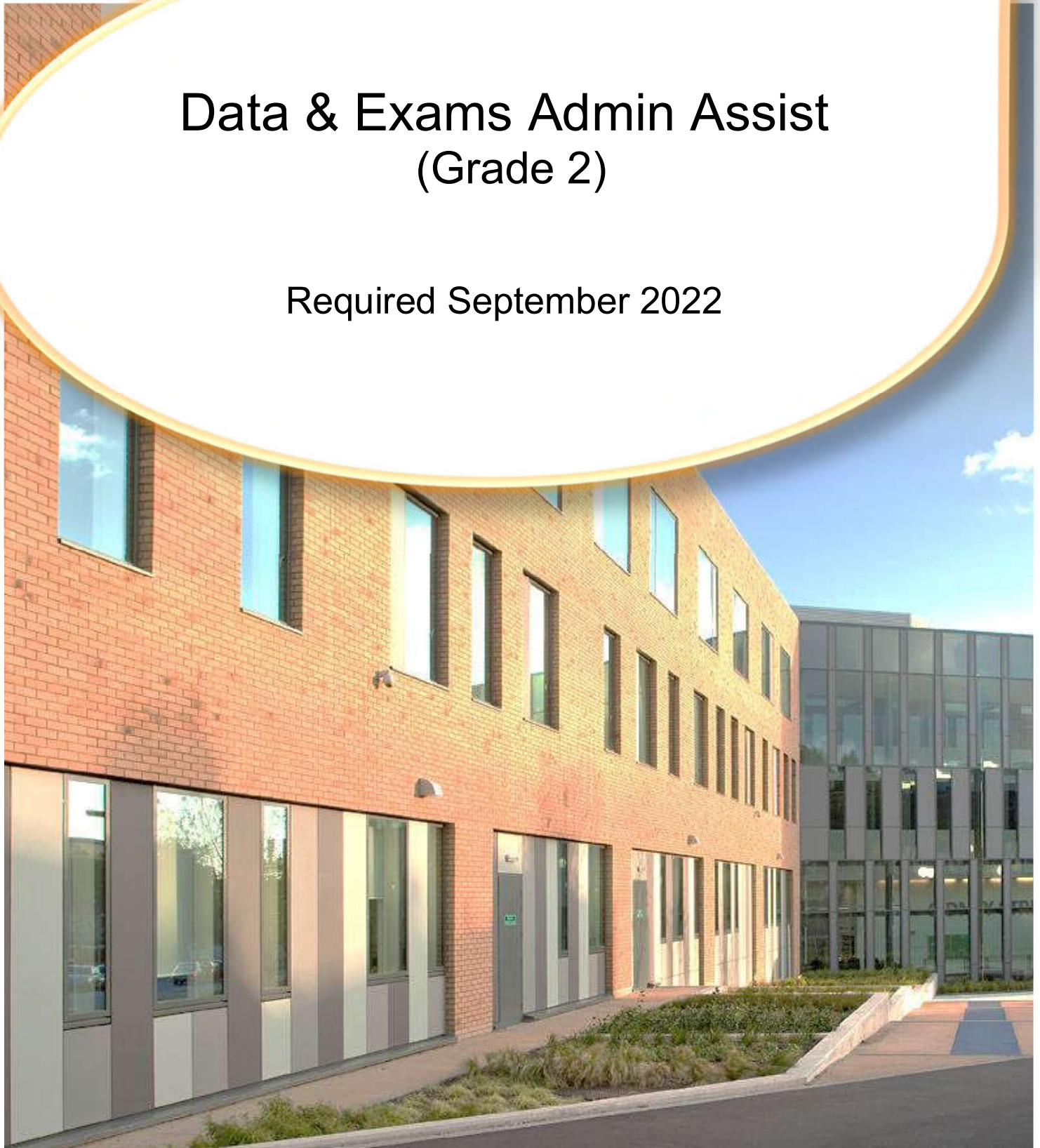


Data & Exams Admin Assist (Grade 2)

Required September 2022



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Data & Exams

We are looking for someone who has experience managing data but we do not expect someone to necessarily be an expert, in all the areas in the job description, but we do want someone who is willing to learn and has good attention to detail.

The successful person will work as part of a team of 5; where there is an Exams Manager, Timetable and SIMs Data Manager, Assessment lead and exams assistant and a data assistant.

The department are an excellent team and contribute significantly to the outstanding status of the school. They have a 'can do' attitude, are creative and very well regarded by all the staff at the Academy.

If you are ambitious for yourself and want to be part of a great team then we would like to meet you.

Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support



- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – Data & Exams Admin Assist

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to: Data & Exams Team Office Manager

Grade: 2

Hours: 25 hours per week – Term Time Only + 5 days
Monday to Friday: 9.30am- 2.30pm.

Section: Data & Exams Team

JOB PURPOSE: Provide support to Data & Exams Team with tasks appropriate to the role of Data & Exams Assistant.

Key Tasks and Responsibilities:

Data

- Produce half termly behaviour KPI document for behaviour as directed by the Pastoral AP and Senior Vice Principal
- Assist the Pastoral AP as directed by the Senior Vice Principal with tracking, records, and systems for monitoring Class charts and detentions when needed.
- Assist with the input and maintenance of all student data into the SIMS database.
- Using the SIMS system assist in the accurate input of student assessment data.
- Assist with the Tutor/Co-tutor details in Pastoral Structure within SIMS.
- Assist with SIMS house keeping
- Assist with maintaining/updating spread sheets with student data linked to SIMS
- Assist with input of student class/set changes in curriculum assignment.
- Assist with the process of Admissions & Leavers (students) in SIMS and associated databases as requested ensuring all data (CTF's) is passed on to the relevant parties.
- Assist with the Parents Evening Online Booking System (or any alternative). Any necessary training and support will be provided.
- Assist the Data & Exams Team in the production of the school census for the DFE.
- Deal with queries from parents/other schools/other agencies in relation to student data ensuring compliance with the Data Protection act at all times.
- Assist Assessment Lead in preparation/production of mark sheets and student reports to support progress and reporting days/evenings.
- Assist with the Academies reading and spelling testing process.
- Support with room bookings within the Academy
- Attend on-going training relating to the SIMS database to ensure the day-to-day running of the system and its integrity.

Exams

- Administrative support with organising internal and external examinations within the Academy.
- Attend examination venues as required in support of the Examinations Manager.
- Assist with the collection, collation and dispatching of examination scripts to external examiners.
- Assist with examination invigilation as necessary.
- Assist with the invigilation schedule
- Assist with preparation and dissemination of results to students.
- Receive, secure and disseminate examination certificates as appropriate.

Other Duties

- Assist with supporting the exams manager with staff absence logging and reporting
- To work positively as part of the support staff team.
- To participate in the performance management reviews.
- To undertake any other duties that may be reasonably deemed part of the role.

The post holder must carry out his or her duties with full regard to the Academy's Equal Opportunities Policy.

Safeguarding

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure

to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: A Ford Dec 2021

PERSONNEL SPECIFICATION

| ATTRIBUTES | REQUIREMENTS | |
|--------------------------------------|---|--|
| | ESSENTIAL | DESIRABLE |
| KNOWLEDGE & UNDERSTANDING | Clerical and Administration Systems | SIMS System Parent Evening Online Booking System GL assessment SIMS Student details SIMS Reporting |
| SKILLS & ABILITIES | <p>High Level of accuracy for inputting and checking data.</p> <p>Able to Liaise and communicate effectively with staff.</p> <p>Able to receive and give instructions</p> <p>Able to follow and adhere to procedures.</p> <p>Able to have an organised/flexible approach to changing priorities.</p> <p>Able to use own initiative.</p> <p>Strong numeracy and literacy skills</p> <p>Able to operate computer equipment</p> <p>Able to work on own.</p> <p>Able to follow instructions</p> <p>Able to work as a team member.</p> <p>Able to screen callers/telephone enquiries</p> <p>Able to effectively maintain all records</p> <p>Able to file accurately in numerical, code or subject order</p> <p>To take initiative to solve problems</p> <p>Ability to prioritise and work to tight deadlines</p> | Fully conversant with Excel/Word to ITQ Level 2 |
| QUALIFICATIONS | | Achieved a level of education/and or experience equivalent of 5+ GCSE'S A-C |
| SPECIAL REQUIREMENTS | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS Disclosure will be required prior to appointment | |