



JOB DESCRIPTION

POST:	EXAM AND DATA ASSISTANT	DATE: DEC 2021
REPORTING TO:	BUSINESS SUPPORT AND ADMIN MANAGER & DOTTED LINE TO THE EXAM OFFICER	
LOCATION:	North Cestrian School This post requires the ability to travel when required and to work directly with other Schools in the Trust.	
DISCLOSURE LEVEL:	ENHANCED DBS	

Job Purpose:

The Data Assistant works to ensure the educational aims and services of The Hamblin Education Trust and the schools which form part of the Trust are delivered in an organised and efficient manner. They ensure that effective procedures are implemented to deliver all aspects of the school's Data requirements delivering timely and accurate information.

Reporting into the Business Support & Admin Manager, with a dotted reporting line into the Head teacher when working on specific school sites, the post holder is responsible for ensuring that the services delivered are compliant with regulatory and governance requirements.

The post holder is responsible for recording and ensuring the accurate reporting of all ARBOR / SIMS and pupil data in addition to assisting the Examinations Officer in the execution of the examination period. Working closely with the Examinations Officer the Data Assistant ensures the school adheres to all necessary regulatory requirements as well as providing a supportive and organised environment in which the pupils can complete their examination and be assessed.

The post holder will be able to harness all opportunities to create a climate of success and achievement for all, in accordance with the values of The Hamblin Education Trust.

MAIN ACCONTABILITIES	
External & Internal Examinations	<ul style="list-style-type: none"> • 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. • 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.

	<ul style="list-style-type: none"> • 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.
Assessment & Reporting	<ul style="list-style-type: none"> • Manage the creation and maintenance of grade sets, mark sheets and report templates. • Coordinate the timely availability of grade sets and mark sheets for staff and monitor their completion to ensure that deadlines are met. • Support the Deputy Head and Heads of Faculty to quality assure data collected. • Coordinate timely availability of report data to students, parents and staff. • Support with the creation of internal reports for SLT, heads of faculties and classroom teachers. • Manage the storage and maintenance of assessment data and reports.
SIMS	<ul style="list-style-type: none"> • Be responsible for the development and support of the common transfer system to provide consistency of data from school to school. • Support the Admissions Officer with maintaining up to date student records, including for new students. • Support the Deputy Head with timetable development, including promoting the new academic year, creating aspects of the new timetable, assigning students to classes and updating the timetable during the academic year. • Ensure the smooth transfer of data between SIMS, Arbor and Timetabler MIS. • Assist with the timetable development and administration. • Keep up to date with SIMS/ ARBOR developments, including attending training courses as required. • Assist with SISRA uploads.
Data	<ul style="list-style-type: none"> • 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/ARBOR. • Assist the Examinations 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. • Keep up to date with SIMS/ARBOR developments, including attending training courses as required.
Administration	<ul style="list-style-type: none"> • Assist and support the administration within the Exams & Data Team and wider administration team when necessary.
General	<ul style="list-style-type: none"> • To maintain confidentiality of information acquired in the course of undertaking duties for the department.

	<ul style="list-style-type: none"> • To be responsible for your own continuing self-development, undertaking training as appropriate. • 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. <p>To undertake other duties appropriate to the grading of the post as required.</p>
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Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Attainment of level 3 qualifications or equivalent (egg: A levels, AVCE) Equivalent of GCSE Grade C or above in English and Mathematics 	Experience of continuous professional development

Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Experience of using a MIS system i.e. SIMS/ARBOR • Practical experience of word processing, excel, e-mail & other office electronic applications. • Ability to produce statistical data in a spreadsheet format. • Ability to analyse/interpret large volumes of data • Ability to work with absolute accuracy • Good typing and word processing skills. • Good oral and written skills. • Excellent organisational skills and the ability to work with conflicting priorities • Good communication skills. 	<ul style="list-style-type: none"> • Experience of administrative work in a school/college environment. • Experience of school data & information systems. • Knowledge of electronic display and presentation formats.
Personal Qualities	<ul style="list-style-type: none"> • Professional, tactful & sensitive. • Discreet and confidential. • Ability to work on own initiative and within a team. • Enjoys working with young people. • Ability to work to deadlines. • Ability to remain calm under pressure. 	