



## Job Description

Name:

Job Title: **Data and Exams Assistant**

Band: **Scale 5**

Weeks: **Term time plus 2 weeks**

Responsible to: Timetabling, SIMS and Exams Coordinator

Responsible for: Assisting the Timetabling, SIMS and Exams Coordinator in the running of all school examinations and assisting with data tasks to ensure that the school runs smoothly.

### **JOB PURPOSE**

- To assist the Timetabling, SIMS and Exams Coordinator in the administration and organisation of internal and external examinations as well as assisting in the relevant tasks to ensure data is accurate throughout the school.

### **KEY RESPONSIBILITIES**

- To challenge, support and inspire every individual to achieve their best
- To cultivate a stimulating environment where everyone feels valued and success is celebrated
- To work collaboratively to ensure high standards of behaviour, teaching and learning across the school
- To provide a range of opportunities so that all students can achieve their full academic potential
- To promote excellence through a caring, supportive environment
- Preparation and running of all internal and external examinations across the school
- Assist with the administration of SIMS ensuring that all data is correct and up to date.
- In the event of absence to deputise for Timetabling, SIMS and Exams coordinator.

### **Specific Responsibilities**

- Assist the Timetabling, SIMS and Exams Coordinator with external exam entries and arrangements for internal examinations.
- Production of timetables, invigilation arrangements and parental information regarding internal and external exams.
- Resolving timetable clashes and extra supervision. Liaising with Team Leaders, including SENCO, to ensure all Special Arrangements candidates are catered for.
- Keeping Exam Invigilators updated with their requirements for each Examination.



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- Preparing for Examinations, i.e. Checking examination papers and stationery are correct and stored securely, preparing seating plans, candidate numbers and desk labels and overseeing the set up of rooms in accordance with JCQ/awarding body regulations.
- Checking and packaging exam papers and coursework and sending off to Exam Boards.
- Assist the Timetabling, SIMS and Exams Coordinator in the download and organisation of Exam results to distribute to students.
- To assist the Timetabling, SIMS and Exams Coordinator with post-results services.
- Issue exam certificates and log/store all uncollected certificates.
  
- To support the production of student reports according to the school reporting calendar
- Update student set lists and maintain updates as provided by Heads of Department.
- Update student details to relevant third party software systems.
- Assist with logging planned teacher absences on SIMS Cover.
- Assist with the administration of SIMS.
- Other duties as may be requested by Line Manager or Headteacher.

### Health and Safety and Student Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

### Notes

- 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 manager to undertake work of a similar level that is not specified in this job description

Signed:

\_\_\_\_\_ Post Holder  
\_\_\_\_\_ Line Manager  
\_\_\_\_\_ Head of School

### APPENDIX 1: Person Specification

General heading	Detail	General Examples	Specific examples (where appropriate)
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<b>Qualifications &amp; Experience</b>	<b>Specific qualifications &amp; experience</b>	Specific qualifications & experience	Experience in all aspects of ICT  Experience of working with a wide range of staff
	<b>Knowledge of relevant policies and procedures</b>	Knowledge of relevant policies and procedures	Good knowledge of school policies and procedures
	<b>Literacy</b>	Literacy	Ability to read and write reports, letters etc.
	<b>Numeracy</b>	Numeracy	Good numeracy skills
	<b>Technology</b>	Technology	Excellent working knowledge of ICT and its application to end users. Willingness to develop skills further, e.g. website training
<b>Communication</b>	<b>Written</b>	Written	Ability to write detailed reports  Letters etc.
	<b>Verbal</b>	Verbal	Ability to use clear language to communicate information clearly
	<b>Languages</b>	Languages	Use own initiative to overcome communication barriers with children and adults
	<b>Negotiating</b>	Negotiating	Ability to consult effectively
<b>Working with children</b>	<b>Behaviour Management</b>	Behaviour Management	Understanding and implementation of school behaviour management policy



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	<b>SEN</b>	SEN	Understand and support the differences in children and adults in relation to ICT
	<b>Curriculum/School organisation</b>	Curriculum/School organisation	Good understanding of the school curriculum and the importance of ICT
	<b>Child Development</b>	Child Development	<u>U</u> nderstanding of how ICT contributes to child development
	<b>Health &amp; Well being</b>	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children  Take responsibility for own wellbeing
<b>Working with others</b>	<b>Working with partners</b>	Working with partners	Able to establish effective relationships
	<b>Relationships</b>	Relationships	Ability to establish rapport and respectful and trusting relationships  Ability to build open and honest relationships
	<b>Team work</b>	Team work	Work effectively as part of a team  Ability to work independently
	<b>Information</b>	Information	Ability to provide share and provide timely information
<b>Responsibilities</b>	<b>Organisational skills</b>	Organisational skills	Ability to be proactive and initiate action



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	<b>Line Management</b>	Line Management	Ability to manage and support the work of others
	<b>Time Management</b>	Time Management	Ability to plan and manage own time
	<b>Creativity</b>	Creativity	Ability to resolve problems independently
<b>General</b>	<b>Equalities</b>	Equalities	Demonstrate commitment to treating all people fairly
	<b>Health &amp; Safety</b>	Health & Safety	Good understanding of health and safety legislation
	<b>Child Protection</b>	Child Protection	Understand and comply with children protection procedures
	<b>Confidentiality/Data Protection</b>	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	<b>CPD</b>	CPD	Commitment to CPD