



Job Description – Data & Exams Assistant

Job Title	Data & Exams Assistant
Grade	Scale 6
Reports to	Data & Exams Manager
Job Purpose	To support the delivery of examinations and to assist in the collation of data reports.
Duties	<p><u>Data</u></p> <ul style="list-style-type: none">➤ To import results and database information from other systems, to provide a comprehensive set of base data for all students;➤ To implement the school's assessment policy and procedures to set and up produce reports for students and parents as per the assessment calendar.➤ To use the analytics systems to produce data reports for the Senior Leadership team and Governors as required;➤ To assist in the collation of data reports for other internal stakeholders;➤ To manage collation of data and set up systems for new pupils;➤ To keep assessment systems (e.g. SISRA/ALPS) up to date.➤ Co-ordination of the school census. <p><u>Exams</u></p> <ul style="list-style-type: none">➤ To provide administrative support, collating/directing documentation/communications in order to support the exam process;➤ To support the delivery of examinations, preparing, filing and dispatching documents, results and letters;➤ To undertake the photocopying of relevant exam material and other documentation to ensure sufficient resources are available to learners and invigilators for exam purposes;➤ To maintain a knowledge of JCQ exam documentation;➤ To assist in the preparation of exam rooms, exam day documentation and stationery;➤ To support with exam invigilation when required and liaise with invigilators regarding training and exams;➤ To liaise positively with other school staff with regards to exam and assessment related issues.➤ Be in attendance at school the day before and on A Level and GCSE results days as required in August - the two Wednesdays prior to the release of results in August in order to download data into sims, produce individual statements of results deal with queries and prepare summary information for SLT/Heads of Department on SISRA/ALPS; the two Thursday results days in August supporting with queries, late certifications and post-result enquiries

General	<ul style="list-style-type: none"> ➤ To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. ➤ To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace ➤ Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy ➤ The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. ➤ The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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