NORTHFLEET SCHOOL FOR GIRLS
JOB DESCRIPTION

Post:	Data and Examinations Assistant
Reporting to:	Curriculum, Data and Examinations Manager
Post Level & Grade:	Kent Scheme 5
	37 hours per week / Term Time + 2 weeks
	Monday to Thursday 08.00 - 16.00
	Friday 08:00 – 15:30

Role Purpose and aims:

This role will involve supporting the Curriculum, Data and Examinations Manager in ensuring smooth running data, examination and curriculum administration. The role will involve the following areas;

- Curriculum and timetable support
- Effective processing of student data
- Supporting smooth running and compliant examination procedures

These areas are elaborated below;

Main Duties:

Curriculum and Timetable Support
- Support the Curriculum, Data and Examinations Manager by collating information, initial checking and printing school student reports according to the school schedule.
- Support the AHT (Curriculum) through collating and preparing options documentation and co-ordinating option choices.
- Support the Curriculum, Data and Examinations Manager through managing parental queries around the options process and encouraging parental participation at events.
- Support a smooth running timetable through being responsible for the allocation of the teaching areas and their review/relocation to support activities and events.
- Complete routine timetable changes during the year as required, such as in-year admissions, group changes and teacher changes.

Management of student data

- Supporting teachers and leaders through collating, preparing and ensuring appropriate data is made available or distributed according to agreed schedules. This includes teacher data sets for each class.
- Support the Curriculum, Data and Examination manager through the collation, transfer across systems and presentation of student data for analysis.
- Processing projected and target grades for students, ensuring summary reports and access to individual data for all required.
- Process student data in preparation for sending to parents according to agreed schedules
- Process student data in preparation for official returns, such as DFE tables or census

Examination Procedures

- Collating and making entries for all examinations, ensuring all are completed to deadlines
- Ensuring that sufficient quantities of the correct exam papers are received
- Ensure and oversee the smooth running of external and internal exams (PPE/Mocks), including the collation and posting of papers to exam boards, according to requirements
- Co-ordinate the use of internal/external invigilators, including recruitment, efficient deployment and acting as the main school point of contact for invigilators.
- Support with online and reading tests as required, this will include CATS testing
- Ensure accurate data entry for examination entries and results. This includes working with Subject Leaders on accurate collation and entry of coursework.
- Liaise with AHT (Curriculum) and Pastoral staff (ESL) where students have not attended examinations.
- Take responsibility for the results and certification process, including managing results days, liaising with the AHT (Curriculum)
- Responding to queries for information from current and ex-students, ensuring appropriate safeguards within data protection rules.
- Arrange exam entries for external candidates once payment has been confirmed by the finance team.
- Act as the central point of contact for external candidates, ensuring they are fully aware of the whole process and our expectations of them. This will also include timely issuing of exam results and certificates.
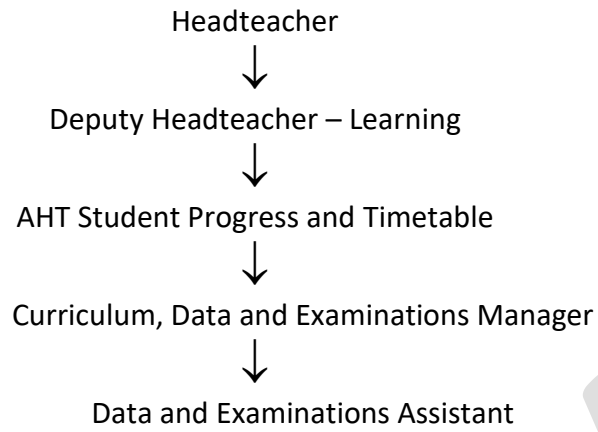
Other Duties

- Undertaking any other tasks as reasonably requested by the Headteacher.

Note

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

ORGANISATION:

Headteacher

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Deputy Headteacher – Learning

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AHT Student Progress and Timetable

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Curriculum, Data and Examinations Manager

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Data and Examinations Assistant

Signed (Postholder): _____   Dated: _____

Signed (Line Manager): _____   Dated: _____

Person Specification

Qualifications	• GCSE in English and Maths at a minimum of a Grade C – or equivalent • Excellent numeracy and literacy skills
Experience	• Working effectively with data and/or school timetables • Working in an educational environment or setting • Organising events including planning, launch and evaluation
Skills and Abilities	• Ability to demonstrate a positive and enthusiastic approach • Ability to organise and prioritise workload to achieve deadlines • Good communication and interpersonal skills • Being friendly and welcoming at all times to students, staff, parents and visitors • Ability to effectively use ICT and other specialist equipment/resources. • Ability to work under pressure and work efficiently to meet deadlines • Ability to work effectively in a team but also take initiative and work independently where required • Ability to work confidentially • Display commitment to the protection and safeguarding of students
Knowledge	• Knowledge of the range of school data and how it is used in a school • Knowledge of a range of applications and software commonly used in schools including SIMs • Understanding of Child Protection procedures • Up to date knowledge of current online safety standards • Awareness of Data Protection and confidentiality issues
Behaviours	Behaviours which are compatible with our school vision, including: • We achieve the best outcomes when all staff work together in a supportive collaborative environment • High expectations in all aspects of our work • Staff and students can 'enjoy the journey' In addition, we expect the following • A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students • Flexibility to work as required to achieve the best outcomes for students • Integrity and professional pride to do the job properly • Rigorous, consistent and logical approach to ensuring all procedures and policies are followed • Good sense of humour and ability to relate to colleagues, parents and students