

JOB DESCRIPTION

Exams and Data Administrator

FULL TIME (37 HOURS PER WEEK)
TERM TIME PLUS TWO ADDITIONAL WEEKS

Job Title: Exams & Data Administrator

Reporting To: Trust Exams & Data Managers

Reporting Lines: None

Salary / Grade: AR4

Role Purpose:

- The Exams and Data Administrator will undertake all duties as delegated by the Trust Exams and Data Managers to ensure the smooth running of all aspects of public exams, ensuring day to day organisation and smooth running of the exams arrangements and data and reporting tasks.
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

Responsibilities:

Exams:

- Dissemination of information from exam boards to students and staff as appropriate
- Issuing examination timetables to relevant students
- Preparation and display of seating plans
- Making arrangements for students with exam timetable clashes
- Ensuring examination stationery is kept secure and available as required
- The administration of individual examinations and the distribution of papers
- The completion of attendance sheets, checking scripts, packing and posting examination papers
- Supporting all processes related to 'No More Marking' assessments
- Dealing with all matters concerning special consideration and access arrangements

Data:

- Support of DfE and LA returns, i.e. School Census
- Maintaining, updating and coordinating target results and assessment results into the main pupil database
- Administer end of term pupil reports for distribution to parents
- Implementation of student timetable changes
- Supporting End of Year Process
- Populating class lists for next academic year
- Provide first tier support to all staff on matters relating to the use of the Trust's main MIS systems.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Strong ICT Skills
- Ideally should feel comfortable using Excel or similar spreadsheet software
- Highly motivated and organised person with an eye for detail
- Excellent communicator with a flexible approach to work

Qualification Criteria:

- GCSE in English and Maths Grade 4 (C Grade) and Above

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's and the school's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the school community, to support both the values, vision and ethos of the school and Turner Schools and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....

DRAFT