**Job Description**



**Job Title:** Data Administrative Assistant

**Reports to**: Assistant/Deputy Headteacher **Grade:** Kent Grade C

£12,212 actual

**Hours:** 20 hours pw (days and hours to be agreed)

**Job Holder’s Name:** Vacancy **Date**: July 2025

**Main Responsibilities**

* To ensure the school assessment and reporting cycle operates efficiently and effectively
* To collect and communicate data and analysis for regular monitoring and assessment across all year groups
* To work with teaching and support teams within the school throughout the year to improve the collection, accuracy and use of assessments and other data

**Key responsibilities**

*Data Systems Management*

* Perform regular data housekeeping
* Undertake the checking exercises as required by the DfE and other agencies such as destinations, CTFs and performance tables checking
* Ensure systems skills are kept up to date
* Work with other colleagues within the school including the Assistant Headteacher in charge of Timetable, Operations Director and Examinations Officer, to ensure the connections between shared data is agreed and understood
* Work with the Operations Director to ensure accurate data is submitted for the census

*Assessment and Reporting*

* Operate all electronic systems relating to assessment and reporting

- setting up procedures and marksheets

- inputting data

- analysing data

- circulating all necessary information relating to assessment and reporting

* Facilitate the collection and dissemination of student assessment information, producing documentation including marksheets, grade sheets, letters and reports relating to whole school assessment procedures e.g. CATS results and KS2 results
* Provide data to support teaching and learning throughout the school, through a variety of methods
* Produce student reports and analysis in line with the school assessment calendar
* Make use of SIMS data tools to administer the assessment process
* Support, where required, the Examination Officer to ensure efficient electronic download of results the day before publication of A Level and GCSE results, and to produce a broadsheet of results with summary analysis on publication days
* Produce the analysis of external examination results (GCSE and A Level), including the creation/oversight of spreadsheets/broadsheets
* Produce the analysis of internal summative data (Years 7-13), including the creation/oversight of spreadsheets/broadsheets

*Other Responsibilities*

* Facilitate the collection and dissemination of student assessment information relating to CATs results
* Update staff changes in Course Manager, so that the appropriate staff have access to marksheets. This includes class teachers, Curriculum Area Leaders and the Senior Leadership Team
* Provide administrative support with the timetable
* Liaise with the Examinations Officer to ensure that the correct code is displayed in Course Manager

Agreed by: Approved by:………………………………..

 Sharon Pritchard, Headteacher

Date: Date: