**JOB DESCRIPTION**

**Exams and Data Administration Assistant**

FULL TIME (37 HOURS PER WEEK)

TERM TIME PLUS TWO ADDITIONAL WEEKS

**Job Title: Exams & Data Administration Assistant**

**Reporting To: Exams & Administration Manager**

**Reporting Lines: None**

**Salary / Grade: AR4**

**Role Purpose:**

* The Exams and Data Administration Assistant will undertake all duties as delegated by the Exams and Administration Manager to ensure the smooth running of all aspects of public exams, ensuring day to day organisation and smooth running of the exams arrangements and information and administration 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:**

* The Exams and Administration Assistant will undertake all duties as delegated by the Exams and Administration Manager to ensure the smooth running of all aspects of internal examinations.
* Process and maintain accurate records of Access Arrangements, ensuring that pupils’ needs are met both in External and Internal tests.
* Overseeing the administration of reading tests, CATS tests and No More Marking assessments.

**Information and Administration:**

* To maintain the pupil database on Bromcom, updating information as necessary
* To process in-year admissions applications and managed moves
* To oversee the new year 7 cohort admissions process once places have been accepted
* To complete admin requirements for the Duke of Edinburgh award scheme
* To assist with general administrative tasks as and when required

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

* To contribute towards the school and the Trust’s vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
* Excellent IT skills and the ability to learn new software quickly.
* Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;
* Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
* Interest in playing a part, through education, in the re-generation of Folkestone;
* High ethical standards;
* Strong interpersonal, written and oral communication skills;
* Motivation to improve standards and achieve excellence;
* Demonstrate honesty and integrity;
* Excellent organisational skills;
* Ability to work collaboratively with partner schools in the Trust and beyond;
* Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
* To be an ambassador for the school in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;
* To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
* To be highly motivated and to have a flexible approach towards work and working hours.

**Qualification Criteria:**

* A strong academic track record to degree level 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………………………………………………………………………….