



## DOVER GRAMMAR SCHOOL FOR BOYS

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### Job Description for Data and Exams Assistant

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher 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. The School 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.

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#### Job Outline

<b>Post</b>	Data and Exams Assistant
<b>Core Purpose</b>	To support the effective management of student data and the administration of internal and external examinations. The role ensures accurate data handling, compliance with examination regulations, and smooth running of exam processes to support student achievement and school performance.
<b>Contract Type</b>	Term Time, Permanent  Salary: KSB £25,126 FTE, £ £17,302 ACTUAL
<b>Hours</b>	30hrs per week, 38 weeks a year
<b>Line Management</b>	Exams & Data Manager

#### Main Responsibilities

<b>Main Duties</b>	<p><b><u>Data Management:</u></b></p> <ul style="list-style-type: none"> <li>• Maintain and update student records on SIMS and other relevant programs</li> <li>• Assist with data entry, analysis, and reporting for attendance, assessments, and progress tracking</li> <li>• Support the production of reports for census</li> <li>• Provision of support to the school's timetable</li> <li>• Ensure data accuracy and confidentiality in line with GDPR and school policies.</li> </ul> <p><b><u>Exams Administration:</u></b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation and organisation of internal and external exams</li> <li>• Support in registering candidates, creating seating plans, and distributing exam timetables</li> <li>• Help coordinate invigilators and ensure exam rooms are set up appropriately</li> <li>• Ensure JCQ and awarding body regulations are followed during exam periods</li> <li>• Support with post-exam processes including script dispatch, results entry, and dealing with enquiries about results</li> </ul> <p><b><u>General Duties:</u></b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Data and Exams Officer</li> <li>• Liaise with staff, students, parents, and external bodies as required</li> <li>• Assist the Data and Exams Officer, as well as the Main Office, with the photocopying of relevant documents and paperwork</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To address the appraisal targets set by the Line Manager</li> <li>• To play a full part in the life of the school community, to support its distinctive aim and ethos, and to encourage students to follow this example</li> <li>• To promote actively the school's corporate policies.</li> <li>• To comply with the school's Health &amp; Safety Policy and undertake risk assessments as appropriate</li> <li>• To show a record of excellent attendance and punctuality</li> <li>• To adhere to the school's policies and specifically the code of conduct</li> <li>• To engage positively in meetings with colleagues and parents</li> <li>• To attend training sessions as agreed with your Line Manager</li> </ul>
<b>Liaising With:</b>	Headteacher, Senior Leadership group, Extended Leadership group, Subject Leaders and relevant teaching and support staff, parents, and outside agencies as required.
<b>Disclosure Level:</b>	Enhanced

