



Job Description

TITLE OF POST: Data & Exams Assistant

RESPONSIBLE TO: Executive Headteacher & Head of School

LINE MANAGER: Data Manager

SALARY GRADE: Scale 4 point 7

JOB PURPOSE:
<ul style="list-style-type: none">To Support the day to day running of the Data and Exams administration across the school as directed by the Data Manager and the Exams Officer.
CORE REQUIREMENTS
<p>In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none">Inspire trust and confidence in all stakeholders and colleagues.Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.Promote the wider aspirations and values of the school.Recognise the importance of confidentiality and uphold the requirements of GDPR legislation.To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.A commitment to safeguarding.

KEY RESPONSIBILITIES

Data administration-

- To complete all data requests made through the data request form from all staff across the school. This includes but is not limited to set changes, band changes, form changes and permanent room changes.
- To maintain the data inbox, actioning any requests that may come through this and highlighting anything needed to the Data Manager.
- To complete all daily data administration as and when required .
- To populate data sheets using google sheets as requested through the data request channels.
- To undertake any additional duties as the Executive Headteacher/Head of School may reasonably require.
- To assist with any ad-hoc data tasks requested by the Data Manager, such as timetables, census and assessments.

Exams administration-

- To work alongside the Examinations officer to facilitate all external and internal examinations.
- To have knowledge of the legal requirements in regards to external examinations as defined by the exam boards.
- To deputise for the Examinations Officer, as required, to ensure the smooth running of examinations meeting on legal requirements.
- To support the Examinations Officer with ensuring security in the storage of all external examination papers, making required security checks prior to examinations.
- To support the Examinations Officer with organising examination rooms and ensuring that individual students have appropriate supervision for bespoke access arrangements.
- To work across both the main school and sixth form college to ensure appropriate examination facilities are prepared in advance and meet standards of expectations.
- To assist with all exams administrative tasks as and when required.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:	Post holder	Date:
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Signed:	Line manager	Date:
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Signed:	Executive Headteacher/Head of School	Date:
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Person Specification

	Essential	Desirable
Good level of literacy and numeracy.	✓	
To understand the importance of meeting deadlines and effectively responding.	✓	
A commitment to undertake further professional development.	✓	
Experience and a good understanding of either Microsoft Excel or Google Sheets	✓	
Experience in an education setting.		✓
Knowledge of the legal requirements in regards to external examinations as defined by the exam boards.		✓
Knowledge of the schools MIS systems.		✓
The ability to work effectively under pressure and maintain self-motivation.	✓	
To work efficiently and effectively whilst maintaining a high standard of attention to detail.	✓	
To be both proactive and reactive to the admin demands of school.	✓	
Recent CPD relevant to this post.		✓
ICT literate and able to use ICT to enhance learning.	✓	
The ability to work autonomously and as part of a team.	✓	
Ability to adapt quickly and effectively to changing circumstances/situations	✓	
Effective time management.	✓	
A knowledge of the safeguarding responsibilities of all staff working with children.		✓
Excellent interpersonal skills.	✓	
Excellent communication skills with all stakeholders.	✓	
Ambition and drive.	✓	
A willingness to contribute to the wider life of the school.	✓	