

Queensbury Academy

Application Pack

Data and Exams Assistant



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NJC Point 11 | £28,143 FTE | £21,588 actual salary (pay award pending)

37 hours per week | Term time including training days, plus 5 additional days

Permanent | Start ASAP

Be part of the team behind every result

Behind every successful examination series, every accurate student report and every informed decision about student progress is high-quality data and exceptional organisation.

We are looking for an enthusiastic, highly organised and detail-focused **Data and Exams Assistant** to join Queensbury Academy.

This is a varied and important role at the heart of the Academy. Working closely with colleagues responsible for data and examinations, you will help ensure that our student information is accurate, secure and meaningful, while supporting the smooth and compliant delivery of internal and public examinations.

From maintaining student records and producing reports, to preparing examination timetables, supporting results days and responding to students, families and colleagues, you will be trusted with information and processes that really matter.

You do not need to know everything on day one. What matters is that you are accurate, curious, confident with systems, able to remain calm when deadlines are tight, and committed to providing an excellent service.

If you enjoy making things work, spotting when something does not look right and being part of a team where your contribution has a visible impact on young people, we would love to hear from you.

About Queensbury Academy

Queensbury Academy is an 11 to 18 co-educational comprehensive academy with a growing sixth form, situated in South Bedfordshire.

We are proud to be a diverse and inclusive community where young people develop the knowledge, skills and confidence they need to grow in learning and in life.

Our **CARE values of Cooperation, Aspiration, Respect and Endeavour** underpin our school community. We want our students to achieve exceptional outcomes and access life-changing opportunities, while developing the character and confidence to make the most of them.

Queensbury is a place where people can grow. We value professional development, collaboration and wellbeing, and we want colleagues to feel recognised for the contribution they make.

Queensbury Academy is proud to be part of **Anthem Schools Trust**, a multi-academy trust creating ambitious and successful schools where every child thrives.

The Role

Role purpose

The Data and Exams Assistant will provide high-quality administrative and operational support across the Academy's data and examinations functions.

Working as part of the wider support team, the postholder will help to:

- maintain accurate, complete and secure student and assessment information;

- support effective use of the Academy's Management Information System and associated systems;
- produce accurate reports and information for colleagues, students and families;
- support the administration and delivery of internal and external examinations;
- ensure examination processes are completed accurately, securely and in accordance with relevant regulations and awarding-body requirements;
- provide an efficient, responsive and professional service to students, families, colleagues and external organisations.

The role requires excellent attention to detail, confidence working with systems and data, discretion when handling sensitive information and the ability to manage competing priorities, particularly during examination periods.

Key Responsibilities

Data, MIS and information

Working with colleagues responsible for Academy data, you will:

- Maintain accurate student records within the Academy's Management Information System, currently **Bromcom**, and other relevant systems.
- Input, validate and update student, assessment and examination information accurately and within required deadlines.
- Carry out regular checks to identify missing, incomplete or inconsistent information and support colleagues to resolve data-quality issues.
- Maintain accurate centralised assessment and student records.
- Support assessment and reporting cycles, including the collection, checking and processing of assessment information.
- Produce student reports and support their timely distribution to students and families.
- Generate routine and ad-hoc reports from Bromcom and other systems for colleagues and school leaders.
- Use Excel and other appropriate tools to organise, interrogate and present information clearly.
- Assist with the analysis and presentation of student performance and assessment information.
- Support the identification of patterns, trends and anomalies within Academy data, escalating concerns or inconsistencies where appropriate.
- Respond to authorised requests for student and Academy information accurately and within agreed timescales.
- Support improvements to data processes, reporting and record keeping, helping the Academy make its information increasingly accessible and useful.
- Maintain excellent standards of confidentiality, information security and data protection at all times.

Examinations and assessments

Working with and supporting the Examinations Officer, you will help deliver an efficient, secure and student-focused examination service.

Responsibilities will include:

- Support the administration of internal examinations, mock examinations and external public examinations.

- Assist with examination entries, amendments, withdrawals and other candidate information.
- Support the preparation, maintenance and publication of examination timetables and candidate information.
- Communicate examination arrangements clearly and promptly to students, families and colleagues.
- Liaise professionally with awarding organisations and other external bodies as required.
- Maintain awareness of current JCQ regulations, awarding-body requirements and Academy examination procedures, applying these consistently within the responsibilities of the role.
- Support the secure receipt, checking, storage and movement of confidential examination materials.
- Help prepare examination rooms, seating plans, candidate documentation, registers and other materials required for each examination session.
- Support arrangements for students with approved access arrangements, working with relevant colleagues to ensure agreed provision is in place.
- Assist with briefing students on examination expectations, regulations and arrangements.
- Support the coordination and administration of examination invigilation as required.
- Assist with ensuring examinations start, operate and conclude in accordance with the required procedures.
- Maintain accurate examination records and documentation to support regulatory compliance and inspection requirements.
- Support applications for special consideration and other examination-related processes under the direction of the Examinations Officer.
- Assist with the processing and checking of examination results.
- Support the Academy's GCSE and A-level results days, including preparation and distribution of results.
- Administer post-results services including reviews of marking, access to scripts and appeals, under the direction of the Examinations Officer.
- Support the receipt, recording, secure storage and distribution of examination certificates.
- Respond professionally and sensitively to examination queries from students, parents/carers and colleagues.
- Provide appropriate operational cover within the examinations function when required, within the scope and responsibilities of the role.

Service and communication

You will:

- Provide a professional, approachable and responsive service to students, families, colleagues and external contacts.
- Respond to enquiries accurately, escalating more complex or sensitive matters where appropriate.
- Build positive working relationships across teaching, pastoral, SEND, curriculum and support teams.
- Communicate deadlines and requirements clearly and follow up outstanding information proactively.

- Handle confidential and sensitive information with discretion and sound judgement.
- Remain calm and solution-focused during busy periods, particularly examination and results seasons.
- Contribute positively to a collaborative support-team culture where colleagues help one another to deliver an excellent service.

Wider Academy contribution

As a member of the Queensbury Academy team, you will:

- Play an active part in Academy life and model our CARE values: Cooperation, Aspiration, Respect and Endeavour.
- Build positive and professional relationships with students and contribute to a safe, respectful and inclusive environment.
- Undertake two lunchtime duties each week as part of the Academy's wider student support arrangements.
- Provide first aid to students and colleagues when required, following appropriate training.
- Support administrative activity across the Academy when reasonably required and consistent with the level of the role.
- Participate positively in appraisal, professional development and relevant training.
- Seek opportunities to develop your knowledge of data, examinations, MIS functionality and effective school administration.
- Work flexibly during particularly busy examination periods, including the five additional working days, which will include the two examination results days in August.

Safeguarding, Confidentiality and Compliance

Safeguarding is everyone's responsibility at Queensbury Academy.

The postholder will:

- actively promote the safeguarding and welfare of children and young people;
- understand and follow Academy safeguarding and child protection procedures;
- report concerns or disclosures promptly to the appropriate safeguarding lead;
- maintain appropriate professional boundaries and standards of conduct;
- comply with data protection legislation and Academy requirements for confidentiality and information security;
- comply with relevant health and safety requirements; and
- undertake all required safeguarding and compliance training.

The post involves access to highly sensitive student and examination information. A high degree of integrity, discretion and professional judgement is therefore essential.

Person Specification

We are looking for someone who:

Knowledge and experience

Essential

- Has experience of providing effective administrative support in a busy working environment.
- Is confident using IT systems, databases and Microsoft Office applications.
- Has good working knowledge of Excel or similar spreadsheet software.
- Has experience of accurately entering, maintaining and retrieving information.
- Understands the importance of confidentiality and secure handling of personal information.
- Can demonstrate experience of working to deadlines and managing competing priorities.

Desirable

- Has experience of working within a school, college or other education setting.
- Has experience of using a school Management Information System, particularly Bromcom.
- Has experience of supporting examinations, assessments or student data processes.
- Has knowledge or experience of JCQ regulations and awarding-body processes.
- Has experience of producing reports or analysing information from databases or spreadsheets.
- Has experience of working with young people and/or families.

Skills and abilities

You will be able to:

- Work with a consistently high level of accuracy and attention to detail.
- Confidently work with numbers, spreadsheets, systems and detailed information.
- Identify errors, anomalies or missing information rather than simply processing what is presented.
- Organise your own workload and meet fixed deadlines.
- Prioritise effectively when several tasks require attention at the same time.
- Follow detailed procedures accurately while understanding when something needs to be escalated.
- Learn new systems and processes quickly.
- Communicate clearly and professionally, both verbally and in writing.
- Explain information to students, families and colleagues in an accessible and helpful way.
- Remain calm, organised and professional during high-pressure periods.
- Work effectively both independently and as part of a team.
- Exercise discretion and sound judgement when dealing with sensitive information.
- Adapt positively to changing priorities and service requirements.

Personal qualities

We are particularly interested in someone who is:

Meticulous. You notice the detail and care about getting things right.

Organised. You enjoy creating order, keeping track of deadlines and making sure nothing gets missed.

Curious. If information does not look right, you investigate rather than simply accepting it.

Dependable. Colleagues can trust you to follow through on what you have agreed to do.

Calm. You can maintain accuracy and professionalism even when the pace increases.

Service-focused. You want students, families and colleagues to receive a helpful and responsive service.

Collaborative. You enjoy being part of a team and understand that excellent support services depend on people working well together.

Committed to young people. You understand that although much of this role involves systems, processes and information, ultimately the work exists to support students and their education.

Why join us?

At Anthem, our people are at the heart of everything we do. Every role matters and every contribution counts.

Through Anthem Perks, eligible colleagues can access a range of benefits designed to support wellbeing, finances, development and everyday life, including:

- Local Government Pension Scheme membership for eligible support staff
- Corporate Health Cash Plan
- Employee Assistance Programme
- Cycle Scheme
- Tech & Home Scheme
- Eye care support
- Employee Referral Scheme
- Education-sector discounts and offers
- High-quality professional development through the Anthem Institute

Most importantly, you will be joining a school where your work matters. Accurate data helps us understand our students. Excellent examination administration gives them the opportunity to demonstrate what they have achieved. Behind both is a team of people making sure the detail is right.

If that sounds like you, we would be delighted to hear from you.

Additional information

Queensbury Academy and Anthem Schools Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Appointment will be subject to the Trust's safer recruitment requirements, including appropriate pre-employment checks and an enhanced Disclosure and Barring Service check. CVs will not be accepted for Academy-based posts.

The duties set out in this job description are not intended to be exhaustive. The postholder may be required to undertake other reasonable duties commensurate with the level and nature of the role.