

# Job Description – Data Analyst, Admissions and Exam Administrator

<b>Report to:</b>	Teaching & Learning Leader for Subject / Manager
<b>Responsible to:</b>	The Headteacher and Governing Body
<b>Responsible for:</b>	Manage and maintain student data and academic records through the MIS, supporting reporting, admissions, examinations, census returns and the administration of assessment and compliance processes.

## Purpose of the Post

- Prepare, process, and manage statistical reports and student data using the MIS.
- Maintain and update student records, assessment data, and academic progress reports.
- Assist with internal and external examination administration, including entries, results, and compliance with security procedures.
- Support the creation and distribution of academic documents such as class lists, attendance sheets, and assessment trackers.
- Assist in school census compilation and data reporting for external bodies.
- Provide administrative support for document management, including archiving student records.
- Support the exam team with admin for internal and external exams
- Support with new Year 7 admissions, in-year admissions and 6th form admissions

## Duties and Responsibilities

- Support in all matters relating to the preparation, processing of all statistical reports.
- Be familiar with new developments in the Management Information System and other data software utilised by the School.
- Research, revise and introduce improved methods for preparing and processing reports.
- Responsible for the preparation of mark sheets and templates using the MIS and communicating this information to parents and carers electronically.
- Responsible for maintaining broadsheets with student assessment data and uploading information onto the MIS.
- Responsible for the preparation and production of various reports as required e.g. attendance, assessment sheets, internal exams, academic reviews and individual progress reports.

- Responsible for the preparation and production, updating and distribution of year/class lists, and other forms as required.
- Responsible for receiving, sorting and distribution of examination Statement of Entry, results, certificates, examination papers, examination scripts, packing and dispatching of assessed works to the examiners/moderators ensuring security arrangements are observed.
- Responsible for producing student trackers for Academic Reviews and any other statistical reports and information as required.
- Routinely assist in producing, distributing and updating, year, form and teaching class lists as required.
- Support the exams officer with internal and external exam administration
- Support the preparing and inputting of new Year 7 students and casual admissions data and up-dating students' details.
- Support the checking of DfE requests for the School's examination results including external candidate reports prior to publication.
- Support the preparing and maintaining of computer records, transfers, leavers, student files, record cards and student profiles where needed.
- Support the preparation, production of pupil registration sheets for attendance, assessment trackers, internal exams entry forms and academic reviews documents.
- Assist in providing administrative support for the archiving and storage of students' files.
- Assist with the processing and submission of external examinations entries.
- Assist the Examination's Officer in the efficient organisation of all internal and external examinations.
- Assist with the compilation of the School Census.

### General duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

# Person Specification

Please note: *All criteria below are essential.*

Criteria	Qualities
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> <li>1. GCSE C or above, in English and Maths, or equivalent</li> <li>2. Knowledge of Microsoft software packages</li> <li>3. First aid training (or willingness to complete it)</li> </ol>
Personal Skills & Qualities	<ol style="list-style-type: none"> <li>4. Good verbal and written communication skills</li> <li>5. Ability to work effectively with other adults internally within the school</li> <li>6. Good self-organisational skills</li> <li>7. Good planning skills to support the student within the relevant curriculum requirements</li> <li>8. Ability to plan and manage own time effectively</li> <li>9. Ability to work effectively under pressure and remain calm</li> <li>10. Ability to follow instructions accurately</li> <li>11. Ability to deal with unexpected problems</li> <li>12. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management</li> <li>13. Working with children or young people</li> <li>14. Working and collaborating within a team</li> </ol>
General	<ol style="list-style-type: none"> <li>15. Demonstrate a commitment to equality</li> <li>16. Understanding of Health &amp; Safety</li> <li>17. Understand and implement child protection procedures</li> <li>18. Understand procedures and legislation relating to confidentiality</li> <li>19. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications</li> </ol>

