

DATA & EXAMS PROCESSOR

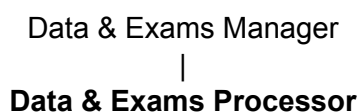
RESPONSIBLE TO: Data & Exams Manager

GRADE: L4

CONDITIONS: Term time, including five training days
37 hours per week, 39 weeks per year (08:00-16:00)

PURPOSE OF POST: To support teaching and learning through the provision of high-quality data and analysis.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

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|----|---|-----|
| 1. | Maintain data using computerised systems (Bromcom) as appropriate. This includes; maintaining pupil data, records, pupil and teacher timetables, and admissions records as appropriate, producing pupil profiles, options, reports and assessment. | 30% |
| 2. | Undertake tasks that support Assessment, Recording and Reporting and the management of data, using the Bromcom Assessment Manager and Exams Organiser package, providing data to the leadership team, subject leaders and teachers, offering training and guidance to colleagues. | 20% |
| 3. | Using the Bromcom package to produce timetables for pupils, staff, and new admissions and ensure that room changes are updated. Produce monitor sheets for all year groups. | 10% |
| 4. | Create templates and marksheets to enable teaching staff to access data they require and to complete data for the production of student reports. To monitor and ensure that teachers have met their deadlines. Spell check all comments for each subject for student reports before they are issued to parents. | 10% |

5. Assist in the exams process to include, seating plans, exam entries, organisation of exam room, being present at the start and end of exams including invigilation. 30%
6. Be familiar with JCQ guidelines and processes for conducting examinations.
7. Respond to queries from students, parents and colleagues as appropriate.
8. To support the team in maintaining the ethos of the school.
9. Undertake other duties of a similar level and responsibility as appropriate.

DIMENSIONS:

Supervisory Management:	N/A
Financial Resources:	N/A
Physical Resources:	Computer, computer systems, other office equipment.
Other:	N/A

Generic Responsibilities of all staff

- 1 To consistently uphold the school's aims and strive to attain school targets.
- 2 To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the school.
- 3 To work with students within the framework of the school in a courteous, positive, caring and responsive manner
- 4 To take an active and positive role in the school's commitment to the development of staff and review procedures.
- 5 To seek constantly to improve the quality of the school's provision.
- 6 To present oneself in a professional way that is consistent with the values and expectations to the school.
- 7 To be responsible for promoting and safeguarding the welfare of children and young persons.

The Chiltern Learning Trust are committed to working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across the Trust by agreement with the Chief Executive.

Safeguarding Children

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via www.disclosure.gov.uk

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Desirable (D):- useful for choosing between two good candidates.

Essential (E):- without which candidate would be rejected

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial data and analysis experience including use of IT especially Microsoft excel.	1,2 1,2 1,2	Experience gained in a school office.	1,2
Skills/Abilities	Able to use own initiative within defined procedures and policies. Able to draft reports and letters. Able to work within and meet competing deadlines and targets. Able to communicate tactfully and politely with parents, pupils, colleagues, governors and the schools community. Able to analyse data and information and advise on findings and solutions. Able to maintain accuracy and attention to detail.	1,2 1,2 1,2 1,2 1,2 1,2		
Equality Issues	Able to demonstrate an understanding of equality principles in service delivery and employment.	1,2		
Specialist Knowledge	Demonstrable knowledge of relevant ICT systems including word processing and financial packages. Knowledge of Word, Excel Principles of Health & Safety in an office environment.	1,2 1,2	Knowledge of Bromcom Use of Excel	
Education and Training	Good level of education including literacy and numeracy.	1,2,4		

