

Job Outline

Data, Exams and Administration Assistant

Responsible to: Assistant Headteacher
Salary Grade: LGS Scale 5 and 6
Part Time: 37 hours per week, 39 weeks per year (term time plus INSET days)

Colne Community School is looking to recruit a diligent and conscientious Data, Exams and Administration Assistant to provide support in relation to data collection, processing and reporting as well timetabling, exams and cover.

Job Purpose

- To ensure that data is up to date, accurate, accessible and well-presented for SLT and other stakeholders.
- To support the Exams Officer
- To provide administrative support to the Administration Team and arrange cover for absent staff

Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students 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 the new GDPR legislation.

Key Responsibilities

Data Assistant

- To support with the maintenance of the timetable throughout the academic year, including staff and room changes.
- To manage the school's commitments for the reporting of data to the local authority, Department for Education and other agencies making sure that our commitments are met and that data transferred is accurate and reliable.
- To support with the preparation of marksheets for collecting assessment data in line with the school's target setting and assessment policy, ensuring that targets are generated for individual students for all subjects, and that assessment reports for parents are produced within published deadlines.

- To work with the senior leaders responsible for data in managing the school's assessment data and associated data packages (Arbor, SMID, Alps, FFT) to provide accurate assessment data which supports and informs intervention and analysis.
- To liaise with the school Network Manager to ensure that any errors on the school's MIS systems are reported and resolved as soon as possible without risk of data integrity being jeopardised.
- To provide support for teaching and support staff in the use of the school's MIS systems and other relevant data packages in order to ensure accuracy and confidence in use.

Exams Assistant

- To provide administrative support and increased capacity to the Exams Officer on an ad hoc basis

Administration Assistant

- Assist with organising cover during teacher absences and school events.
- Work with external agencies to organise additional cover supervisors.
- Assist with room bookings and changes.
- To deputise for the Cover Admin as required.
- Provide support with administration tasks throughout the school.
- Provide support where required in relation to examinations.
- To deal with enquiries from staff, students and parents both over the telephone and in person and provide support with the school's MIS system.

General

- To comply with Data Protection and GDPR requirements and implement these effectively throughout all aspects of the role, offering advice to staff when necessary.
- To operate at all times within the stated policies and practices of the school.
- To engage with own professional development to respond to changing requirements of the role and school systems.

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 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 committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.