

Northumberland County Council
JOB DESCRIPTION

Post Title:	Data and Examinations Assistant	Director/Division People		Office Use
Band:	2	Service/Workplace: Seaton Valley High School		JE ref: S1259
Responsible to:	Business Manager - Data and Curriculum Support	Date: March 2026	Manager Level:	
Job Purpose: To support the Business Manager - Data and Curriculum Support to provide an effective data service and with the efficient delivery of examinations.				
Resources	Staff	None. Supports the training of Exam Invigilators.		
	Finance	Monitor and manage stocks of stationery and office equipment consumables		
	Physical	Office equipment, accuracy and security of manual and computerised records eg: databases and spreadsheets		
	Clients	Internal (Teachers, other staff, Governors, students) and external (parents) and providing relevant advice and information to Northumberland County Council and Government agencies		
Duties and key result areas:				
Data Management/Reporting and Assessment				
<ul style="list-style-type: none"> ● Maintain accurate and up to date computerised and manual records for students, including accurate transfer of records from feeder schools and new starter applications/leavers, assigning students to teaching groups and entering target data. ● Distribute and input data collection sheets in accordance with the agreed schedule. ● Ensure student report data is collected, collated, analysed and distributed in accordance with the schools' schedules. ● Check assessment and other data entered by staff to ensure accuracy and timeliness. ● Prepare data for analysis by external bodies and compile reports for a variety of internal audiences e.g. SLT, governors. ● Support the Business Manager - Data and Curriculum Support with the production of the School Level Annual School Census returns. 				
Examinations and Controlled Assessment				
<ul style="list-style-type: none"> ● Distribute and collect exam entry paperwork in liaison with Heads of Faculty and Head of School. ● Input exam entries, ensure these are accurate and meet specified deadlines. ● Distribute and collect coursework and send for moderation in liaison with Heads of Faculty. ● Print and distribute exam/test timetables, seating plans, registers and cover sheets. ● Plan and organise physical resources for examinations/tests including room bookings, lunch changes, exam invigilators and liaise with relevant staff about cover arrangements. ● Ensure effective preparation for examination days/tests including preparing exam trays, stationery and candidate cards. ● Process special consideration, enquiries about results and access to scripts. ● Support the Business Manager - Data and Curriculum Support with packing and distributing exams results. ● Record and distribute examination certificates. 				
Administration				
<ul style="list-style-type: none"> ● Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems. ● Provide administrative and organisational support across the school as required including supporting the reception facility for ACHS and WMS. ● Train and develop staff as appropriate in relation to data and support the training of Exam Invigilators. ● Monitor and manage stocks of stationery and office equipment consumables including advance planning to ensure sufficient supplies to meet requirements. ● Undertake research and provide information to inform decisions. 				

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, equal opportunities, e-safety, confidentiality and data protection.
- Work in such a way as to promote the ethos and vision of the schools.
- Participate in training and development, and other activities that contribute to the management of performance
- Attend and participate in regular meetings.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Office based
Transport requirements:	None
Working patterns:	Normal school hours but must be flexible during examination periods often working additional hours each day. Must also work set days during the
Working conditions:	August results sessions in the Summer Holidays to support examination results days. Normally indoors and office based

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PERSON SPECIFICATION

Post Title: Data and Examinations Assistant	Service: Children's Services	Ref: S1259
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing Very good numeracy and literacy skills	NVQ2 qualification in literacy or numeracy	A/I/R
Experience		
Experience of developing administrative and data software systems Knowledge of manipulation and electronic data handling Clerical/Administrative experience	Experience of managing data software systems Clerical/Financial/Administrative experience gained within a school or educational setting	A/I/R
Skills and competencies		
Effective use of ICT and other specialist equipment/resources Excellent ICT and keyboard skills Ability to work with children and adults Ability to work as a member of a team Ability to self evaluate learning needs and actively seek learning opportunities Good interpersonal skills	Experience of education ICT systems and/or other management information systems	A/I/R
Physical, mental and emotional demands		
To have a flexible approach to the working day to meet the needs of the organisation Periods of concentrated mental attention and pressures from deadlines and interruptions		A/I/R
Other		
Willingness to take and act on advice High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Evidence of having undertaken learning outside of the work place Interested in further professional development	A/I/R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits