

Job Description: Exams and Data Intern

Job Title: Exams and Data Intern

Reporting to: Business Support Coordinator

Pay Scale: £10.85 - £12.71 per hour, dependent on age

Hours: 22-35 hours per week

Role Summary

We are looking for an enthusiastic Exams and Data Support Intern to support Cambridge Academy for Science and Technology with a range of examinations, data management and administrative activities.

During this 6-week placement, you will help support the administration of internal and external examinations, maintain accurate student data records, assist with reporting and data validation processes, and contribute to the efficient running of key school operations. Working closely with staff across CAST, you will play an important role in ensuring examination processes and student information are managed accurately and effectively.

Responsibilities

- Work closely with the school's Exams Officer, and colleagues to support examinations and data administration processes.
- Demonstrate professional behaviour with all stakeholders including colleagues, students, parents and external agencies.
- Support the accurate management and maintenance of student data records.
- Assist with the administration and organisation of internal and external examinations.
- Ensure all data and documentation is handled accurately and confidentially.
- Provide outstanding customer service and administrative support.

Key Tasks and Activities

- Assist with the preparation of examination materials, candidate information and seating plans.

- Support the organisation of examination rooms and examination documentation.
- Help maintain accurate examination records and filing systems.
- Assist with examination entries, amendments and administrative processes.
- Support the maintenance of accurate student records
- Carry out data entry and validation activities to ensure information is accurate and up to date.
- Assist with the production of reports and information for staff and school leaders.
- Support data quality checks and administrative processes relating to student assessment information.
- Respond to enquiries and requests for information in a professional manner.
- Assist with scanning, archiving and general document management activities.
- Handle confidential information appropriately and in accordance with school procedures.

General

- To have due regard for Safeguarding, Data Protection and Health and Safety policies
- To undertake appropriate training as required
- To undertake any other duties which may be assigned to the post from time to time as directed by the Principal and Business Support Coordinator

To be eligible for an internship, you must:

- Live in Cambridgeshire and Peterborough,
- Not be in education, employment, or training,
- Have the right to work in the UK,
- Be aged 18+ (with no upper age limit)

If you do not meet all of these requirements, you are not eligible for an internship at this time.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.