

Job Description

Job title	Data and Exams Administrator	Grade	LBR5 Pts range 12-15
School	Oaks Park High School		
Reports to	School MIS and Data Manager		
Hours	36 Hours Per week from 8.00am-4.00pm Monday-Friday 40 weeks per year (term time plus 1 additional week during the summer vacation to process exams results)		
Purpose of job			
To provide assistance to the data manager and support to the school with the day to day running of the Data and Exams department and the Main Office.			
Main duties and responsibilities			
<ul style="list-style-type: none"> ● Collaborate with the Data Manager to review and enhance school assessment and reporting processes. ● Process reporting window effort data and other relevant datasets following data collection procedures. ● Utilise Bromcom to generate and customise reports as per organisational requirements. ● Assist in maintaining and updating the assessment module within Bromcom. ● Support the preparation of reports using school MIS and software tools such as Excel. ● Conduct data analysis, verification, and preparation of assessment data to ensure accuracy. ● Facilitate the creation, distribution, and printing of student reports as needed. ● Provide data support to staff by delivering information in formats tailored to their needs. ● Contribute to quality assurance efforts by conducting thorough data completion checks. ● Obtain baseline student data and assist in setting targets within the school database. ● Coordinate the request and importation of CTF files for student admissions. ● Collaborate with the Data Manager to create and manage data mark sheets using SIMs. ● Assist in managing school rewards data and processes under the guidance of the Data Manager. ● Support school census activities related to both student and staff data collection. ● Act as the lead exam invigilator during mock and public exams, ensuring compliance with exam regulations. ● Assist in compiling examination data and preparing examination-related documents such as timetables and seating plans. ● Provide administrative support during mock and public exam periods, including exam results days. ● Aid in the organisation and distribution of exam certificates to students. ● Offer administrative assistance to various school departments including the main office, student services, reception, and welfare. ● Provide first aid support and cover for the Wellbeing and Welfare Office when required. ● Maintain communication with the borough admissions department to ensure accurate student admission records. ● Advise parents and school staff via telephone, email, and written correspondence on matters relating to school admissions. ● Ensure timely entry of Year 6 data into Bromcom and Parent Pay for the new academic year and mid-year admissions. 			

- Collaborate with the Lower School transition team to facilitate a seamless transition for students from primary to secondary school.
- Enter pupil data accurately into the computer system from admission applications received for all school phases and mid-year admissions.
- Ensure adherence to the mid-year admissions policy by all stakeholders.
- Prepare and deliver reports on school roll and admission changes to the Headteacher as needed.

General

- Attend and participate in relevant meetings, training, learning activities and performance development as required
- Be willing to cover reception before, during and after school hours
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

Person Specification

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	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Skills, knowledge and aptitudes		
Have excellent written and verbal communication skills, appropriate to a wide variety of stakeholders.	E	AI
Have high level ICT skills including familiarity of Microsoft packages (with particular reference to Excel)	E	AI
Be able to exercise initiative.	E	AI
Have attention to detail.	E	AI
Have the ability to work at pace and manage personal workload in order to meet deadlines.	E	AI
Have the ability to be a creative and analytical thinker.	E	AI
Existing knowledge of School MIS e.g Bromcom	E	AI
Existing knowledge of APPLICA	D	AI
Qualifications and Training		
Qualifications including GCSE (or equivalent) and/or post 16 further education.	E	A
Degree or equivalent qualification, showing an element of statistical analysis.	D	A
Knowledge and understanding of the examination/assessment and accountability frameworks used in schools.	D	A
Experience		
A commitment to hard work and raising standards.	E	A
The ability to work proactively and independently.	E	A
Evidence of relevant personal and professional development.	E	A
Significant experience of extracting, interpreting and forecasting complex data to tight deadlines.	E	A
Experience of data analysis and analytical skills.	E	A
Experience of working within an educational setting.	D	A
Personal Qualities		
Plenty of energy, enthusiasm and imagination.	E	I R
The ability to use initiative, work alone and also as part of a team.	E	I R
A good sense of humour.	E	I R
A commitment to equal opportunities.	E	I R
Have an openness to learning and change.	E	I R
The ability to work calmly under pressure and to respond flexibly to changing demands.	E	I R
Good organisational skills and the ability to prioritise.	E	I R
Willingness to learn within the role	E	I R
Be suitable to work within a child-centred environment	E	I R
A positive and proactive approach to meet the demands of the role	E	I R
Confidentiality/ discretion	E	I R

Willing to contribute to the wider life of the school.	D	I R
Safeguarding		
Motivation to work with children and young people.	E	I R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	I R
Emotional resilience in working with challenging behaviours.	E	I R