



Northern Education Trust – Job Description

Job Title:	Data & Exams Apprentice		
Base:	Freebrough Academy		
Reports to:	Data and Exams Officer	Grade:	In line with the National Minimum Wage for apprentices
Service responsibility:		Salary:	First year at £6.40 per hour followed by the National Minimum Wage for your age after one year.
Additional:	Some travel may be required across NET sites.	Term:	37 hours / 52 weeks Fixed term for duration of apprenticeship

JOB PURPOSE

- Assisting the Data and Exams Officer with the processing of all external and internal examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications
- To provide excellent administrative support to the academy

JOB SUMMARY

Examinations:

1. Assisting with the preparation and distribution of results notifications for students on results day as well as supporting with any queries with awarding bodies
2. Collating and preparing certificates for distribution on presentation/prize giving evening
3. Supporting the preparation and dissemination of relevant information on the exam series such as entry lists, timetables, notices and instructions for student conduct
4. Assisting with the setup of examination rooms, including seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance within statutory guidelines
5. Assisting with the receipt and secure storage of examination materials
6. Support the Data and Exams Officer with the packaging of scripts
7. Supporting the exam invigilation team to ensure examinations are conducted in accordance with regulations

Data:

1. Supporting the Data and Exams Officer with the preparation of data for statutory returns e.g. academy census, internal assessment data processes
2. Creating bespoke reports in Bromcom
3. Assisting with the timely and accurate entry and processing of data relating to students including personal details, achievement, attainment, behaviour, demographics and other areas required by the academy
4. Assist with the production and dissemination of student reports

Administration:

1. Provide broader administrative support to the academy, including answering incoming calls, filing, photocopying and postal systems

GDPR:

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

GENERAL:

1. To attend any meetings, training or development opportunities as required by the post
2. To undertake such additional duties as are reasonable and commensurate with the level of this post
3. To participate in wider Academy meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: