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| **Job Title:** | **Assessment Officer – Data and Examinations** |
| **Profile Number/Title/Grade:** | J1910 - Assessment officer – Data and Examinations  Grade 4 |
| **Position Weekly Hours:** | 37 hours per week (whole time working) |
| **Post Holder:** |  |
| **Responsible to:** | The Data Manager, Head of School and the Governing Body |

# Main purpose of the job:

To work under the Data Manager, Senior ICT Technician to support the management of data for the School including, but not exclusively, assessment Data.

# Duties and responsibilities

All support staff are required to carry out the duties of as set out in the job description. The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid.

The Pay and Grading Structure has grades with incremental points within it. The penultimate point is a Contribution Based Point. In April each year employees will automatically move to the next incremental point. However, when the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified with their Performance Management Review.

**Accountabilities:**

**Support for Data Management**

* Make data available to appropriate stakeholders at the appropriate time, e.g. parents, students, teachers, LEA, DFE, other external agencies at the appropriate time.
* Ensure the integrity of all assessment data held in the school.
* Ensure data is input in a consistent and accurate manner onto all data systems.
* Develop and maintain data protocols
* Assist with the analysis of data and produce reports and documentation for the Senior Leadership Team, governors or other stakeholders as required.
* Ensure that the School complies with the following legislative requirements: GDPR; Data Protection; Freedom of Information.
* Provide data and produce reports in a timely manner to meet internal and externally set deadlines.
* Maintain the academic targets of students across the School’s analysis and reporting platforms.
* Assistant in the maintenance of class lists and student timetables
* Assist teachers with data entry tasks.

**Support for Exams**

Under the supervision of the Examination Officer:

* Arrange seating plans and prepare invigilation documentation as required.
* Count and store examination papers.
* Check, label and seal exam papers for dispatch to External Examiners.
* Deal with telephone enquiries as appropriate.
* Display appropriate notices inside and outside the examination rooms.
* Ensure that sufficient supplies of examination stationery are available.
* Prepare examination papers, examination stationery and other materials required for individual examinations.
* Inform invigilators of the examinations being sat at a particular session, the length of examination, who the candidates are and of any special arrangements made for particular candidates.

Report to the Examinations Officer any problems with processes and to suggest improvements

**Records:**

Under the supervision of the Data Manager:

* Maintain all student academic records
* Obtain official prior attainment information for students from the DfE and other external agencies
* Procure and dispatch records to and from other schools

**Support to School**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* 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, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.

### Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the organisation of the school.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* Demonstrate, give advice and guidance to, or train other employees or trainees on own duties.

### Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships.
* Contact relevant services regarding repairs to equipment
* Make a positive contribution to the wider life and ethos of the school.

### Professional development

* Regularly review the effectiveness of own role and refine approaches where necessary responding to advice and feedback from colleagues.
* Be responsible for improving own role through participating fully in training and development opportunities identified by the school or as developed as an outcome of appraisal.
* Proactively participate with Performance Management arrangements.

# Notes

* This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either with contract changes or as the organisation of the school is changed. This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.