**Job Description**

**Post Title: Data and Exams Administrator**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC4 – NJC8 (£18,933 - £20, 493 per annum), depending *on experience and qualifications***

**Hours of work: *Full Time, Permanent. 52 weeks per year***

**Reporting to: Assistant Principal – Curriculum, Exams and Data**

**Purpose of Role – Data and Examinations Administrator**

* To support the work of the Data Manager and Examinations Officer

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties.

* To make a positive contribution to the wider life and ethos of the school
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* To contribute to school Quality Assurance processes. Self-Evaluation and School Improvement Planning
* To be part of the cover/buddy rota for Support Staff

The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

Specific responsibilities include:

**Data Administration Role:**

To support the Data Manager in their day to day role in the administration of data.

This may include:

* using and development of the school’s Management Information System (MIS) in order to ensure the effective use of data within the school.
* managing information related to all school assessments, in consultation with the Senior Leadership Team.
* ensuring the maintenance of accurate and up-to-date data relating to students on the main school database (SIMS).
* processing of exam results and to produce statistics for internal monitoring purposes and for publication to parents as required by the Government, the Governors, the Trust, Local Authority and the Department for Educations.
* administration of the School’s PLASC, LA and DFES data returns as well as performance checking.
* collecting, collating and effectively disseminating data that tracks a student’s progress throughout the school (SISRA/FFT/Oxford etc).
* analysing of student data relating to examinations, attendance, timetabling, options, rewards and exclusions.
* developing effective methods of sharing relevant data with teachers, students and students’ parents and carers.
* the data transfer of all new student admissions.
* co-ordinating information on the school’s MIS to ensure that statutory returns are completed accurately and efficiently.
* liaising with service providers to ensure that the SIMS system meets the school’s needs.
* taking on specific areas of responsibility in the production of the school and homework timetables (SMHW).
* assisting with development and support of colleagues in the use of SIMS and other relevant software packages
* liaising with Trust schools to share best practice

**Examinations Administration Role:**

To undertake the administration of school examinations and assessments, under the direction of the Examinations Officer.

This may include:

* coordinating arrangements for internal and external examination entries and fees, the invigilation and conduct of examinations.
* maintaining accurate and up-to-date data relating to examination entries, entry clashes and results.
* downloading base data and results from the Awarding bodies.
* submitting examination entries to Awarding Bodies in advance of deadlines.
* carrying out administration relating to the construction and implementation of Examination timetables.
* making appropriate provision for students who have an exam clash.
* managing the daily running of examinations; this will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with access arrangements are in place.
* maintaining the security of examination papers, organizing examination stationery and materials in accordance with regulations.
* monitoring examination papers to ensure late entries have been accounted for.
* collecting and despatch coursework and assessment in advance of deadlines.
* being present at the start and finish of each examination session where possible and to check attendance according to the seating plans.
* assisting with the supervision of the team of external invigilators, including booking them for examinations.
* being available for the duration of all exams on a given day until all the candidates have completed the paper(s) (including clash students).
* ensuring that scripts and attendance records are processed upon the completion of each exam. This may fall outside of contracted hours.
* keeping up-to-date with all examination requirements and ensure staff and students are aware of the relevant regulations.
* disseminating information and deal with enquiries from staff, parents and students.
* liaising with the SEN coordinator regarding candidates with SEN.
* applying for Special Considerations when necessary.
* liaising with and providing data for the data management team.
* attending GCSE and AS/A2 results days deal with queries, from students, staff and parents
* undertaking post-examination administration responsibilities, including processing results and contributing to quality assurance procedures and administrative practices.
* distributing examination certificates to students as appropriate.
* liaising with the Transition team with regards to Year 7 examinations.
* liaising with Awarding bodies and JCQ as appropriate.
* checking on the accuracy of Exam Board invoices.
* attending networking and training events for Exams Officers / Administrators

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT A Data and Examinations Administrator is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

* A Data and Examinations Administrator upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside school, by:
* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an Examination Officer’sprofessional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* A Data and Examinations Administrator must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
* A Data and Examinations Administratormust have an understanding of, and always act within, statutory frameworks.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |