



Dinnington High School

# Data and Exams Assistant

Part of

**LEAP**

Multi Academy Trust

## Post Title: Data and Exams Assistant

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To provide support to the Data Manager and Exam Officer in delivering an effective service

Salary: Band D Pt 5-6 £16,712.31 – £17,046.35 actual for 37 hours per week, term time only

Start: As soon as possible and temporary until 31 August 2022 with the possibility of the position becoming permanent.

Closing date for applications is Monday 17<sup>th</sup> January 2022 at 9am.

# Job Description

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Reporting to: Data Manager and Exams Manager

## Main (Core) Duties Administration and Organisation

### EXAMINATIONS

- To assist the Exams Officer in providing an efficient and effective exams administration service for school.
- To assist the Exams Officer with the daily running of internal and external exams.
- To undertake general student administration tasks as agreed
- To assist with daily running of external examinations
- Assist Examinations Officer with the drawing up of exams seating plans.
- Assist with setting up of exam rooms (clocks, papers, notices stationery, etc.).
- Assist Exams Officer with Invigilator timetables – collating availability of invigilators, allocating work schedules.
- Assist Exams Officer with preparation for results days and being present to assist with distribution of results.

### DATA

- To support the school's internal assessment data systems, by ensuring data is timely and accurate.

- To assist the Data Manager in compiling and providing an analysis of data for the Senior Leadership Team, departments and pastoral teams
- Reporting to students and parents
- To assist the Data Manager to prepare, report and disseminate external examination data to staff and students. This includes exams and performance indicators at 16+
- To assist the Data Manager to compile, submit and disseminate external assessment information
- To assist the Data Manager in inputting and processing Options in SIMS
- To assist the Data Manager in inputting and updating timetables
- To update SIMS student database in a timely fashion with new admissions, leavers and other changes, e.g. addresses, contact information
- To support subject leaders in the use of SIMS to centralise department data in order to facilitate accurate student tracking systems
- To maintain the integrity of the SIMS database.
- To provide support to staff in the use of SIMS and other databases
- To collate and schedule student information during the construction of the timetable as directed.

To undertake any other duties and responsibilities as required commensurate with the grade of the post

## Person Specification

	Criteria	How assessed*
Qualification	ESSENTIAL: English GCSE (or equivalent) at C+	A/C
	ESSENTIAL: Maths GCSE (or equivalent) at C+	A/C
	ESSENTIAL: Educated at A level standard or beyond	A/C
Experience	ESSENTIAL: Proven and demonstrable data-handling skills	A/I
	DESIRABLE: Previous work in a secondary school environment	A/I
Skills & Knowledge	ESSENTIAL: Excellent organisational skills	A/I
	ESSENTIAL: High level of competence in EXCEL	A/I
	ESSENTIAL: High level IT skills	A/I
	ESSENTIAL: Ability to work rapidly and under pressure whilst retaining a high quality of work	A/I
	ESSENTIAL: Ability to work both independently and as part of a team	A/I
	ESSENTIAL: Ability to meet deadlines	A/I/R
	ESSENTIAL: Ability to use initiative and to problem solve	A/I/R
	ESSENTIAL: An ability to work with a wide range of people	A/I/R
	ESSENTIAL: An ability to communicate confidently and effectively with a wide range of people	I\R
	DESIRABLE : Experience of SIMS	A
Personal Qualities	ESSENTIAL: A flexible approach to work to reflect the changes in demand at certain times of the year & availability to work on August exam result days	A/I/R
Personal Attributes	ESSENTIAL: A criminal records check at enhanced level.	A
	ESSENTIAL: Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability).	R

\* A – Application form; R – Reference; I – Interview; C – Certificates

Dinnington High School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Application forms and all supporting information can be downloaded from the school website: [www.dinningtonhigh.co.uk](http://www.dinningtonhigh.co.uk)

Completed applications should be returned either by post to: Dinnington High School, Doe Quarry Lane, Dinnington, Sheffield S25 2NZ or by email to [recruitment@din.leap-mat.org.uk](mailto:recruitment@din.leap-mat.org.uk)

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

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