



Job Description

Data and Exams Office Assistant

Purpose	<ul style="list-style-type: none">• To provide effective and efficient collection, analysis and publication of data relating to the school performance and student progress• To assist in managing the examination process• To undertake a range of administrative duties relating to progress and performance
Reporting to	Data and Exams Officer
Salary	Grade 13

Key Responsibilities	<ul style="list-style-type: none">• Facilitate in the collection and publication of data for grade reviews and reports• Update and maintain assessment data and course features within Bromcom and SISRA (full training will be given)• Develop a detailed working knowledge of Bromcom and SISRA to enable you to support and train staff on these systems• Communicate effectively with students, staff, parents, carers and outside agencies
Additional Responsibilities	<ul style="list-style-type: none">• Assist in the production of analytical reports for the pastoral team and senior leadership team• Support the Data and Exams Officer by carrying out data analysis for teachers and staff• Collate student performance data from feeder schools• Assist in the completion of statutory returns• Disseminate information from the Department for Education to relevant staff as appropriate• Assist in the planning and administration of internal and public examinations including assisting before and after the exams. Invigilate exams when required• Stay up to date with JCQ regulations• To ensure the maintenance of clear and effective filing, records and other systems and to keep them updated• To cover for absent colleagues in the Exams and Assessment team as necessary• To deputise for the Data and Exams Officer in their absence• To carry out lunchtime duties when required• To carry out other responsibilities appropriate to the grade as agreed with Line Manager, or the Academy Operations Manager
Supporting Processes	<ul style="list-style-type: none">• Contributing to the overall ethos/work/aims of the Academy• Appreciating and supporting the role of other professionals• Attending relevant meetings, as required• Participating in training and other learning activities and performance development, as required

The Trust recognises that the following skills are required for this post:

Relating to others

- Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others
- Team working: the ability to work with others to achieve shared goals
- Understanding others: the drive and ability to understand others, and why they behave like they do

Developing people

- Encourage staff to work together and share expertise within and across teams

Reflecting

- Reflect on personal and professional development
- Use feedback from all levels of the Trust to help improve the way you work
- Be aware of your own skills of self-management as regards time and prioritising workload

Inspiring

- Be able to inspire staff and students with the highest standards and expectations
- To ensure the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required
- Undertake additional duties commensurate with the grade as directed by your line manager
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress
- Attend relevant meetings, participate in training and other learning activities and performance development, as required
- Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's disciplinary procedures.

This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	