

<b>Salary:</b>	NJC Pay Scale, Grade E
<b>Responsible to:</b>	
<b>Date of Job Description:</b>	February 2024

### Purpose of the Role:

To be responsible for the management of pupil data and analysis of a range of data across the school and to support an efficient and effective examinations process for the school.

### Main Tasks and Responsibilities

#### Key Duties for Data:

1. Maintain accurate pupil records, including recording pupil entrants and leavers;
2. Create and maintain data collection mark sheets and student tracker report templates.
3. Quality assurance of student trackers and associated administration tasks.
4. Maintain accurate pupil performance data records and produce analysis of this data as requested;
5. Manage pupil transfer data (including assessment data) in collaboration with the Governing Body, Local Authority and other schools;
6. Exchange of written and oral information with internal and external stakeholders.
7. Assist with maintenance of other data, such as timetable information/Options information;
8. Collate and submit the school census;
9. Maintain confidentiality and adhere to safeguarding procedures/Data Protection.

#### Key Duties for Exams:

1. Input and update entries data onto the school's management information system;
2. Check and collate results certificates and distribute examination results to pupils, staff, parents and carers;
3. Issue 'Statements of Entry', timetable and invoices to pupils;

4. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results;
5. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery;
6. Provide data and analysis on examination entries and results;
7. Maintain confidentiality and adhere to safeguarding procedures.

### **Indicative knowledge, skills and experience**

- Experience of data security and protection procedures;
- Knowledge of or willing to learn skills in using bespoke software, data security, analysis and reporting
- Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations

### **General Duties:**

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.