



Nunnery Wood High School

Job Description

Post:	Deputy Exam Officer and Data Administrator
Salary/Scale:	Scale 4 – points 7-11 FTE - £20,092 - £21,749 Pro Rata - £17,780.52 - £19,246.92
Hours of work:	37 Hrs per week - Term time only plus 2 weeks
Reporting to:	Administration Data and MIS Manager

Main purpose

Assist the Administration Data and MIS Manager using systems developed and implemented by the school, undertake aspects of data management and analysis, provide reports and summaries as requested. Assist the Examination Officer with all aspects of examinations, planning, organising and timetabling of internal and external examination windows. To provide direct administrative and clerical support within the administration team

Duties

1. To assist the Administration Data and MIS Manager (ADMM) with all aspects of data and systems setup within the school
2. Support the maintenance of the school MIS system (currently SIMs) in accordance with best practice, ensuring the system is fit for purpose and up-to-date
3. Liaising with appropriate departments to obtain current information in areas such as SEND, medical and contact details; and up-dating the system accordingly
4. Assist with regular audits of the database, in particular prior to the completion of the student census and assessment windows
5. Maintenance of course manager
6. Inputting and processing data in MIS
7. Assisting in the set up and operation of the MIS assessment area
8. Assisting in exporting data sets from the MIS to 4Matrix and FFT for data analysis
9. Assist the ADMM with the analysis of student performance data for staff to facilitate monitoring, evaluation and intervention work
10. Support the development of the use of data sets in context of improving student achievement at all Key Stages and for a range of audiences including staff, students and parents.
11. Liaise with pastoral staff and respond to their requests for system changes, such as adding behaviour types
12. Production and distribution of student assessment reports
13. Create and run basic bespoke reports as required by stakeholders, referring complex requests to the ADMM
14. Maintain an awareness of legislation and software up-dates that require the collection of additional information, i.e. for School Census
15. Assist the Examination Officer with the checking process of examination entries
16. Assist with the accommodation of access arrangements
17. Support in preparing for exams, for example by contacting invigilators, ensuring all resources are in the correct location, devising seating plans, devising exam timetables.
18. To support with scheduling of internal end of year and mock exams.
19. Attend and assist with the processing and distribution of student results on GCSE results days.
20. To carry out any other administrative duties as directed.

QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> English & Maths GCSE or equivalent at C/4 or above
Desired Experience (but not essential, training will be provided)	<ul style="list-style-type: none"> Operating administrative and organisational systems Use of MIS modules, such as Assessment Manager Previous experience in analysing and evaluating data
Desired skills and knowledge (but not essential, training will be provided)	<ul style="list-style-type: none"> Excellent attention to detail Excellent literacy/numeracy skills Proficient in MS Excel and use of formulas Effective use of specialist IT packages Exposure to data in an educational setting Ability to plan, organise, and prioritise Ability to relate well to children and adults Ability to work as part of a team and on own initiative
Personal qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all students Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively

Principal Contacts

Support Staff, teaching staff, Senior Leadership Team, Outside Agencies, Supply Agencies, Governing bodies.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Signed

Headteacher

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Post Holder

Date