**Examination, Data and Timetable Administrator**

**JOB DESCRIPTION**

**Job Title:** **Examination, Data and Timetable Administrator**

**Grade:** 3, Points 04 to 07

**Hours:** Permanent, 39 weeks per year, 37 hours per week part-time hours will be considered.

**Responsible to:** Examinations and Assessment Manager

**Job Purpose:**

To provide support to the Examinations Manager, Data Manager and Timetable Manager and respond to the needs of the team at key times of the year.

**Description of duties and responsibilities**

*Examinations*

1. To support the Examinations manager in the planning and delivery of internal exams.
2. To support the Examinations manager in the planning and delivery of external exams.
3. Ensure exams are appropriately resourced, for example, rooms are booked, invigilators are allocated, the correct stationary is in place and the collection and collation of data.
4. Support the Examinations Manager in processing results and post result queries.
5. Tracking of post result queries and costs, including the necessary liaison with the Finance department.

*Timetable Manager*

1. Provide support and short term cover for the Timetable Manager, when needed.
2. Record details of supply teachers on spreadsheets.
3. Support the structure of the timetable on SIMS by assisting in a variety of ways, e.g., providing assistance during the timetable construction.

*Data Manager*

1. Check data is accurate and complete and then contact teachers with queries and ensure errors/omissions are rectified.
2. Email or produce paper copies of Reports and Progress Checks for parents.
3. Maintain SIMS so that the appropriate Marksheets and columns are available to teachers for Reports and Progress Checks.
4. Delete all existing classes from Marksheet templates at the end of each Academic year and add new classes.
5. Prepare the exam analysis spreadsheets for Subject Leaders.

**General**

* The post-holder must carry out his or her duties with full regard to the School’s Equal Opportunities Policy, Health and Safety Policy and to ensure that all duties which include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998.
* The post-holder should have knowledge of and compliance with all other relevant school policies and procedures.
* The post-holder will participate in the school’s performance management process as it is applied for all staff.
* The post-holder will undertake training as required to fulfil the duties of the post.
* The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description

Signed: ………………………………….. Date: ……………………………………..

Print Name: ………………………………………………………………………………………