

**Job Description**

Post Title: Examinations and Data Assistant

Post Grade: APT & C Scale 3 points 5 - 6

Hours: 20 hours per week term time plus 10 days   
**Additional hours will be required during exam season and until the end of summer term**

# Prime Objectives of Post

* To support the Exams Manager in managing all aspects of examinations organisation, entries and results and assessment data.
* To support the production of attainment analysis, assist with the management, reporting and analysis of data and targets relating to student achievement.
* To support the development of MIS in order to meet all the educational needs of the school.

**Supervisory Responsibility**

Supervision of Invigilators during exam period.

**Supervision Received**

Exams Officer

Chief Operations Officer

Headteacher

Deputy Headteacher

Assistant Headteacher

**Decision Making**

Supervision of Invigilators

**Responsibility for Assets**

Confidentiality of data and information within the department.

**Contacts**

All staff, senior and junior, teaching and non-teaching

Pupils

Parents

Visitors & Guests

Tradesmen & Contractors

**Duties (General)**

Any other duties with regard to general school administration as deemed suitable by school.

**Duties Specific**

* Provide support for all aspects of work related to examinations for the school.
* To contribute to the administration processes related to examination procedures, including the operation of the MIS exams software and the organisation and conduct within the exam room.
* To support the coordination of Special Arrangements (Access Arrangements).
* To support the management, recruitment and training of exams invigilators and, working with colleagues and make appropriate arrangements for readers and scribes.
* To contribute to the development and use of the MIS, and other resources, in relation to the use of data throughout the school. This includes some data entry and data production.
* To support the design and production of mark sheets and report templates and monitor the production of assessments/reports across the school, as directed.
* To support the processes in place to ensure the integrity of assessment data and to work with relevant colleagues in the timely production and accuracy of all assessment data.
* To be responsible for accurate data input and production in relation to examination reports, input/output of students data, including the analysis and preparation of assessment information and other related reports.
* Analysis of external examination data and presentation in various formats.
* Support the structure of the timetable in Bromcom by assisting in a variety of ways, e.g. providing assistance during the timetable construction.
* Curriculum assignment - creating new student timetables and running the class promotion at year-end to prepare new student timetables for September.