

# Role Description

## Examinations/Data Assistant

<b>Pay Range</b>	Band D
<b>Responsible To:</b>	Examinations Manager/Data Manager

### Main Purpose of the Post

- To provide organisational support in the administration and preparing of exams and maintenance of student data including supporting statutory returns.
- To provide reactive and operational support to the Exams Manager during assessment and exam periods.
- To provide a reactive and operational tier 1 level of data support to Academies.
- To provide day-to-day support to colleagues with data preparation and routine reporting.

### Responsibilities of the Post

#### Administrative Support

- To prepare resources and equipment for the delivery of external exams.
- To assist the Exams Manager in keeping all exam materials secure within JCQ regulations.
- Provide general administrative support to the Exams Manager and other administrative services teams as may be required.
- Support the Data Manager in responding to data requests raised by Academy staff.
- Escalate complex tasks, system errors, structural data issues, or requests beyond operational scope to the Data Manager.
- Update systems and databases with new or corrected information.
- Action the import and export of data files to and from the MIS and other systems i.e. CTF/ATF.

#### Exams

- Provide logistical examination support to the Exams Manager during assessment and exam periods.
- Provide administrative and organisational support in relation to exam materials, certificates and timetables.
- Undertake the relevant training in order to adhere to JCQ regulations.

#### MIS and Data Platform

- Monitor, validate and maintain pupil data within the MIS to ensure accuracy, completeness, and compliance with Trust data standards.
- Support admissions by creating pupil records, cleansing incoming data, and processing leavers/starters in line with defined workflows.
- Extract and support in the manipulation of Academy level data from systems including the MIS.
- Escalate errors to the Data Manager as appropriate.

#### Assessment

- Help to manage the timely and accurate collection of assessment data in line with the Trust Assessment Calendar.
- Assist in the production of pupil progress reports for staff, parents/carers, and external agencies (i.e. LA, DfE), meeting deadlines as set in the assessment calendar.

#### Timetable and Curriculum

- Assist with the maintenance of the Academy timetable under the direction of the Data Manager.
- Provide administrative support for MIS curriculum maintenance (e.g., managing class lists, room changes, pupil group adjustments).

### Data Governance

- Follow Trust data standards, naming conventions, workflows, and quality procedures to ensure consistency across the Academy.
- Handle personal data in line with GDPR requirements and Trust Data Protection policies.
- Report data risks, inaccuracies or concerns promptly to the Data Manager.
- Contribute to responses regarding Academy data breaches or Subject Access Requests.

### Training and Support

- Provide support in the use of the Trusts MIS and data systems.
- Assist with the setup and routine administration of systems and applications, such as parents' evening booking platforms and Bromcom/MCAS.
- Contribute to wider Academy operational projects where data processing is required, in line with the scope of the role.

### **Other Considerations Relevant to the Role**

- To work from an identified MLT Office location.
- To attend relevant meetings as required.
- To participate in training, learning activities and performance development as required.
- To work with flexibility, there may be occasions when the postholder is required to travel to and from Academies and other locations in the course of undertaking work duties for which the postholder is responsible for ensuring they have appropriate business insurance.

## Role Description

# Supplementary Information

### Pay Range

Band D

### Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors, and members of the local community.
- Regularly review own practice, set personal targets, and take responsibility for own personal development.

### Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of pupils and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

### Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective, and appropriate.
- To work collaboratively with others to deliver added value to Academies and the Trust.
- To understand the changing community and ensure stakeholder satisfaction.

### Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

**Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment.**

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***