

## JOB DESCRIPTION

<b>Department:</b>	Education
<b>Section:</b>	Frome College
<b>Job Title:</b>	Examinations and Data Assistant
<b>Reports To:</b>	Data & Assessment Manager
<b>Main Purpose of Job:</b>	
<p>To assist in promoting the vision of Frome College as a centre of excellence for teaching and learning the Examinations and Data assistant will be:</p> <ul style="list-style-type: none"> <li>• Responsible for assisting with the arrangement and organisation of all internal and external examinations</li> <li>• Responsible for assisting with the production and analysis of student data and reports</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"> <li>• Undertake some of the administration requirements to ensure a smooth, accurate, effective and timely operation of all internal and external examinations, ensuring all exam board regulations are met.</li> <li>• To assist with the submission of punctual and accurate examination entries, forecast grades and controlled assessment/coursework marks. Register students taking BTEC and similar courses</li> <li>• To assist with the running of all public and internal exams</li> <li>• Download and process examination results, providing results to students</li> <li>• As part of the data team, analyse and disseminate student progress and examination data</li> <li>• To organise the certificates for Presentation Evening.</li> <li>• To cover break duties as required.</li> <li>• Any other tasks relevant to the grade</li> </ul>	
<b>Facts and Figures:</b>	
<ul style="list-style-type: none"> <li>• Support the maintenance of the database within the examinations module of Sims for all students (currently 1250) with thousands of exam entries and results each year</li> <li>• Coordinate the invigilators during the exam season (currently 18) and organise the work of the two administrators that support the Exams Officer during the exam season</li> <li>• Frome College is a large Secondary School with approximately 1290 students (11-18 years)</li> <li>• Approximately 200 staff</li> <li>• Responsibility for the accuracy of information inputted into the college's exam and assessment systems</li> </ul>	

## **SUPPORTING PROCESSES**

### **Problem Solving and Creativity:**

- Highly organised. Works to strict deadlines, reacting to a variety of requests and queries and frequent interruptions to work, which may result in changing priorities

### **Decision Making:**

- The post holder will be expected to take decisions on a day-to-day basis to ensure that examination deadlines and requirements are met
- Works within guidelines, answering normal queries, referring more difficult decisions to the line manager (Data & Assessment Manager)
- Makes recommendations for development of examination and assessment procedures in consultation with line manager

### **Physical Effort and Working Conditions:**

- Works within normal school environment with frequent and prolonged use of ICT
- Works in a shared open plan office environment with facilities to make a hot drink as required
- Colour printer available in shared office and link to photocopier
- Requires physical effort to sort and pack examination papers

### **Contacts and Relationships:**

- Daily contact possible with all school staff, via email or in person as required
- Regular formal meetings and day to day contact with line managers to support all responsibilities

### **Additional Information:**

- This post is paid on the basis of a 37 hour week and 41 working weeks. Working hours and days will be organized on an annualized hours basis. This means that the person appointed will be required to work flexibly and undertake longer working days, during particularly busy examination periods, which will be balanced by shorter working days at quieter periods. Busy periods may include school holiday times.
- The post holder will be required to take an active role in providing and developing an excellent business service for the College
- A can-do attitude and flexible approach are essential to this post
- A 'hands on' position
- Comply in all respects with the requirements of the data protection act and maintain strict confidentiality
- To attend college events as appropriate
- During the examination season this position will require the candidate to work additional hours to ensure the smooth running of the examinations. Time in lieu will be claimed for additional hours
- Promote and safeguard the welfare of young people you are responsible for or come into contact with
- Work as part of a team
- Dress – smart business dress

### **Knowledge, Skills and Experience:**

- Personal attributes to include good communication skills, flexibility, ability to use own initiative, ability to prioritise workload, ability to work in a team, be organised, reliable, tactful and confidential

- Appropriate ICT skills including Microsoft office and Sims. Post holder will become proficient with the examination and assessment modules within Sims (training will be provided)
- A high level of skill in excel will be required to facilitate this role
- Will be required to attend training courses to update skills as necessary

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder ..... Date: .....

Line Manager ..... Date: .....