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| **Text  Description automatically generated with low confidence** |  **JOB DESCRIPTION** |

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| **JOB TITLE:** | **Exams, Data & Admissions Assistant** |
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| **REPORTS TO:** | **Exams & Data Team Manager**  |
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| **DEPARTMENT:** | **Exams & Data Team** |
|  |  |
| **SECTION:** | **Secondary School** |

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**PURPOSE OF JOB**

The Exams, Data & Admissions Assistant will work as part of the Exams and Data Team. This team works together to oversee all aspects of the administration and organisation of data and exams within the school and supports other functions within the school where appropriate.

**PRINCIPAL ACCOUNTABILITIES**

**General Accountabilities**

Be involved with, as part of the data team:

* all aspects of internal and external exams
* all data relating to staff and students and to use this to support the operation of the school. This data is maintained in SIMS, 4 Matrix and a variety of bespoke spreadsheets.
* all aspects of the school admissions process and on roll/off roll co-ordination for students

**PERSONAL ACCOUNTABILITY**

* Support with managing Admissions and Leavers including curriculum assignment, Year 6 transitions and new starters/leavers
* Assist with overseeing invigilators in support rooms to ensure all examination requirements have been met and staff given appropriate support with specific students according to their need.
* Maintain a working knowledge of the JCQ regulations
* Maintain accurate information on all students’ access arrangements and additional exam requirements.
* Communicate with parents/carers as necessary
* To support or lead on key aspects of day-to-day data management within SIMS and exams records including:
	+ Managing the reporting process including setup, formatting, checking, liaising with HoDs and other teaching staff
	+ Maintenance of Marksheets and Aspects
	+ Support and maintenance of Parents’ Evening
	+ Support preparing the Census in conjunction with the Exams & Data Manager
	+ Processing student timetables
	+ Oversee Exams Organiser including setup of season, maintaining candidate records, creating and managing seating plans, liaising with Heads of Department.
	+ School comms
	+ Room bookings

**ADDITIONAL RESPONSIBILITIES**

* Provide administrative assistance to the Senior Leadership Team.
* Provide cover for colleague absence in work areas including Reception, Attendance and First Aid. Undertaking administrative procedures relevant to work areas.
* Provide administration support e.g. photocopying, filing, emailing, completing standard forms and responding to routine correspondence.
* Contribute to the overall ethos / work / aims of the school
* Establish constructive relationships and communicate with other agencies / professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Ensure the effective implementation of school policies with particular regard to safeguarding
* Carry out other duties that may reasonably be required by the Headteacher

# **GENERAL ACCOUNTABILITIES**

* To be prepared to implement the Council’s Equalities Policy at all levels appropriate to the job and at all times carry out his/her duties with due regard to the Council’s Equalities Policy.
* To comply with the provisions of legislation relating to health and safety, and with the Council’s, Directorate’s and Schools’ health and safety requirements, particularly with regard to agreed codes of practice and safe methods of working.
* To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

*The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*

*Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.*

*You will be consulted about any proposed changes.*

***Dorothy Stringer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***