

## Job Description

**Job Title:** Data and Examinations Assistant

**Grade:** 8

**Responsible to:** Data and Examinations Manager

**Key Relationships:** Deputy Headteacher and Data and Examinations Manager

**General description of post:** To support the Data and Examinations manager in all aspects of the data, examinations and timetable systems within the school. This includes supporting the management of the School Information Management System (SIMS) and Go4Schools to include timetable management, assessment, recording and reporting systems, course manager and the school census. Also assist with providing appropriate technical support to staff in using the software and interpreting information.

**Responsibilities and duties include the support of the following areas under the leadership of the Data and Examinations manager:**

### **Attainment and Reporting Procedures**

Support the administration of the school's Attainment and Reporting procedures using the SIMS Management Information System and Go4Schools;

- Assist in the supporting the effective use of the SIMS and Go4Schools;
- Support the process on Go4Schools of reporting to parents;
- Assist with the design, setup, maintain and monitor Go4Schools markbooks;
- Independently resolve problems relating to data collection and reports to ensure smooth running of procedures;
- Work with the Senior Leadership Team and the Data and Examinations manager in setting clear and workable deadlines for data collection and to meet all deadlines.
- Assist with producing 'snapshot' reports for whole year groups and special focus groups

### **Administration of student tracking and data for learning.**

Support the Data and Examinations manager with the administration of the school's data tracking systems and procedures using the SIMS Management Information System and Go4Schools;

- Conduct tasks requested by staff relating to assessment data and the tracking of students;
- Support the Senior Leadership Team in the development and maintenance of the school's Management Information Systems;
- Support with importing results and database information from other systems, such as FFT, Key to Success and The Performance Team at County Hall to provide a comprehensive set of base data for all students;
- Compile lists and maintain statistical data in respect of a class or group of students, undertaking analysis of statistics required by staff;
- Produce data on an ad-hoc basis for staff;
- Assist with the managing of systems for tracking the progress of students at each key stage;
- Help set up and maintain subject specific mark sheets in line with school policy.

### **General Duties**

- Help produce the school census and to carry out data checking exercises.
- Help support and improve the use of Go4Schools by staff generally. Provide training on new developments and for new staff.

### **Parents Evenings**

- Assist with the management of Parents Evenings, to include the booking system, organisation of letters, guides, sign-in sheets, refreshments etc.

### **Academic Management**

- Help ensure that Academic Management is completed and student timetables are produced for the start of the new academic year.
- Maintain Academic Management throughout the academic year.

### **Admissions**

- Maintain the school roll, adding new students and removing leavers.
- Help administer the transfer of data between KS2 and KS4. Importing pre-admission students, importing CTF's.

### **Examinations**

- Support the role of Examinations Officer with regards to liaising with external agencies such as JCQ and examination boards
- Assist with the delivery of internal and external examinations by leading the Data and Examinations Assistant

### **Timetable**

- Help with the setup the curriculum model and timetable with the Deputy Headteacher i/c timetable
- Help maintain the timetable through Nova-T with any amendments during the year

### **General Duties and accountabilities**

- This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Special Factors:**

**Subject to the duration of the need, the special conditions given below apply:**

- a) The nature of the work may involve the postholder carrying out work outside of normal working hours, following consultation with the Headteacher.
- b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the School's Conditions of Service.
- d) This position is subject to an enhanced Disclosure and Barring Service check.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Signed: ..... (Postholder)      Date: .....

Signed: ..... (Headteacher)      Date: .....