



GROVE SCHOOL



GROVE COLLEGE

## **JOB DESCRIPTION – Administrator**

**JOB TITLE:** Data and Examinations Assistant

**GRADE:** 4

**SALARY RANGE:** Points 11 - 13

**WORKING YEAR:** Term time only

**Hours:** 37 hours

*Conditions of service are those specified by the National Joint Council for Local Government Services*

## **GENERAL INFORMATION**

Under the direction/guidance of the Data and Examinations Officer, support the management of data and examinations for the school

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Support for Data Management**

- Make data available to appropriate stakeholders at the appropriate time, e.g. parents, students, teachers, LEA, DCSF, other external agencies at the appropriate time.
- Ensure the integrity of all data held in the College.
- Ensure data is input in a consistent and accurate manner onto all data systems.
- Develop and maintain data protocols.
- Assist with the analysis of data produced, and produce reports and documentation for the Senior Leadership Team, governors or other stakeholders as required.
- Oversee and ensure that the school complies with the following legislative requirements: Data Protection; Copyright; Freedom of Information; Licensing requirements.
- Provide data and produce reports in a timely manner to meet internal and externally set deadlines.
- Produce regular reports to meet statutory requirements and deadlines.
- Ensure student reporting system is operated effectively and student reports delivered on time.
- Maintenance of all student academic records by use of SIMS and paper records.
- Procure and dispatch records to and from other schools.

### **Support for Exams**

Under the supervision of the Data and Examinations Officer:

- Open, sort, distribute or respond to any post received from the examination boards.
- Maintain and update the filing system in the Exam Office.
- Assist with Exam entries.
- Arrange seating plans and prepare invigilation documentation as required
- Count and store examination papers
- Check, label and seal exam papers for dispatch to External Examiners
- Deal with telephone enquiries as appropriate
- Assist with exam day arrangements.
- Procure and despatch certificates to and from other schools

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the college.
- 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.

Any other duties that would reasonably be expected of the post holder.