



# Queen Mary's Grammar School



## Job Description and Person Specification

<b>Job Title:</b>	<b>Data &amp; Exams Assistant</b>
<b>Grade / Salary:</b>	Grade 5, NJC SCP 9 - 17 Term-Time + 2 weeks in the Summer holiday around exams results days Actual Salary £18,818 – 22,146 (FTE: 20,903 – 24,491)
<b>Hours:</b>	37 hours (flexible working during busy exam periods)
<b>Purpose of Job:</b>  The successful applicant will be responsible for: <ul style="list-style-type: none"><li>• Provide assistance to the Data &amp; Administration Manager &amp; Examinations Officer in managing all data for internal and external examination and assessment processes</li></ul>	
<b>Reporting to:</b> Data & Administration Manager, Angela Johnson	

### Main Duties and Responsibilities of the Role:

#### Data Assistant:

- Support the Data Manager and assisting with the collection of assessment data within SIMS using Assessment Manager and make student reports available to parents via the SIMS Parent app via an upload
- Produce all student reports, collate and publish data from all attainment grades
- Use of SIMS to enter subject options and make amendments; print and distribute timetables, produce and allocate marksheets for data collections.
- Maintain spreadsheet records of pupil data and upload information / reports in SIMS and other systems
- Liaise with HoDs, FTs, Pastoral Team and other MAT schools regarding data collection.
- Maintain assessment data: KS2, MIDYIS, YELLIS, ALIS, STAR, KS4, KS5, Achievement and Behaviour points
- Assist with the data for DfE, Performance Tables Checking Exercise
- Updating the Course Directory Provider Portal for the Skills Funding Agency
- Liaising with colleagues in the Mercian MAT over data collection requirements and timings
- Process UCAS predicted grades ensuring that the information is collated and available in a timely manner.

#### Examinations Assistant:

- Support the administration for all internal and external examinations including re-sits
- Assist with the submission of official entries and registrations for qualifications.
- Work under the direction of the Exams Officer to communicate with the examination boards, relevant staff and when necessary, individual students with respect to: entries for all examinations, amendments, late entries and withdrawals, results, enquiries about results, post-results service, certificates, coursework and resits, for both module and final examinations.
- Assist with the maintenance of Exams Organiser within SIMS to include Course Manager and where necessary any census queries regarding student courses
- Support the Exams Officer in running examinations including practicals but not limited to: preparation of exam room(s), meet/update invigilators, dealing with student special arrangements, assist with the distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch.
- Assist in the collection, distribution and dispatch recording of student coursework.
- Ensure the safe receipt, collation and distribution of exam board certificates.
- Answering and dealing with enquiries from students, parents, members of staff, examination boards, and the public.
- To assist the SEND department in making applications online for students eligible for access arrangements and ensuring the exams department can implement these appropriate arrangements for students when taking assessments.

- Adherence to the guidelines and procedures laid down by the examination boards and the JCQ.
- Assist with the production of the rooming timetable and liaise with other relevant staff with respect to the organisation of examination rooms, including seating and furniture movement.
- Support the administration of all relevant stationery, mark lists, attendance lists, and packages addressed to examiners. Keep regular records of examination stocks and order/arrange despatches accordingly.
- Support the Exams Officer in receipt and logging of all examination papers and/or scripts. Ensuring that all examination materials are stored and secured at all times in adherence with JCQ regulations. Ensure the secure disposal or distribution of used examination papers following a specific holding period.
- Assist with processing applications for access to scripts and the reviewing of examinations.
- Under the direction of the Exams Officer ensure all notice boards are up to date, as directed.
- Support the organisation of (and attend) student results days.
- Manage the integration of external examination data into the school ICT system.
- Compile data relating to examinations.
- Distribution of provisional examination results to students on results days.
- Use word-processing, spreadsheet or other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc, as and when required.
- Assist with maintaining manual and computerised record systems, including spreadsheets, for financial records, including PSFOnline and Parentpay
- To support the other Exam Officers in the Trust in the event of staff absences.
- Maintain an appropriate and efficient filing system for the Examinations Office.
- Flexibility to work outside core hours during exam times/peak times as and when required.

**Additional Responsibilities:**

- Maintain the school filing system for current pupils and leavers

**General Responsibilities:**

**To play a role, under the overall direction of the Headmaster, in:**

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

**This includes:**

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in and leading on enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;

- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

**Other requirements:**

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments) if required and appropriate to the role
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;

**Person Specification:**

**Personal Qualities and Professional Relationships:**

- To have a positive and motivated approach to work;
- To be able to work in a supportive and patient manner with all pupils and students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities;

**Skills:**

- To be competent in the use of ICT and data entry;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

**Operational experience:**

- To have experience of working with and supporting young people;
- To have experience of working in an Examinations Office;
- To have experience of working with exam boards and JCQ;
- To have experience of using data management information systems and/or online systems.

**Other:**

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.

*Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*