



JOB DESCRIPTION

JOB TITLE: Data & Examinations Administrator
REPORTING TO: Assistant Headteacher / Data & Examinations Officer
HOURS: Term Time + 2 weeks
CONTRACT: Permanent
GRADE: Band D (scp 5-6 £24,790 - £25,183 pro rata)

DUTIES SPECIFIC TO THE ROLE

- To assist the Assistant Headteacher (Assessment, Monitoring & Examinations) as appropriate
- To assist the Data & Examinations Officer as appropriate

EXAMINATIONS

- To assist in the planning and execution of arrangements for all practical aspects of **external** examinations including: invigilation, rooming, student timetables and preparation of venue in liaison with the Assistant Headteacher, Data & Exams Officer, SENDCO and the Site Manager
- To assist in the planning and execution of arrangements for all practical aspects of **internal** examinations including: invigilation, rooming, student timetables and preparation of venue in liaison with the Assistant Headteacher, Data & Exams Officer, SENDCO and the Site Manager
- To assist with post results service requests and communicate with all examination bodies and parents appropriately
- To ensure the integrity and security of all examination papers at all times. Ensuring that the school is prepared for and meets all the inspection regulations required by JCQ or individual examination boards
- To comply with relevant Data Protection Policy and Code of Practice within the MAT and the Academy
- To assist with the monitoring of attendance of pupils in external and internal examinations
- To organise catch-up sessions for internal assessments as appropriate

DATA MANAGEMENT

- To assist the Data & Examinations Officer as appropriate including exams/assessment setup
- Maintain a knowledge of 4Matrix allowing for the exporting of data to populate summary departmental data sheets
- To assist with assessment data collection processes including checking for missing data in ARBOR and liaising with staff

ASSESSMENT & REPORTING TO PARENTS

- To utilise and manage the Remark OMR software including; setup, production of MCQ papers, processing answer sheets, generating reports
- To assist in the administration of the NGRT Reading Tests and internal vocabulary tests including; setup, timetabling, administration and reporting
- To support in all aspects of reporting to parents for all year groups

Headteacher Mr Gil Bourgade

SUPPORTING THE DATA & EXAMINATIONS TEAM AND THE ACADEMY
Birkdale High School
T 01704 577253 E mail@birkdalehigh.co.uk W www.birkdalehigh.co.uk

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- Assist with the organisation and deployment of the invigilation team including recruitment, training and timetabling
- Carry out reprographics tasks related to data and examinations, such as photocopying, collation of materials etc.
- To provide administrative support as required for identified areas of school including progress, outcomes and examinations
- Occasionally, it may be appropriate to assist with main office duties if the academy requires it

GENERAL RESPONSIBILITIES:

- To support and promote the school's aims and objectives.
- To ensure a duty of care at all times to safeguard and promote the welfare of all students
- To work within the school's Health and Safety policy to ensure a safe working environment for all students, staff and visitors
- To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff
- To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors
- To actively support and promote positive professional and curriculum links across the school
- To actively engage with the performance management process and continue with personal and professional development
- To adhere to school policies and procedures as set out in the staff handbook and other documentation available
- To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to all staff and pupils. They may also have access to information relating to the school. All such information from any source is to be regarded as strictly confidential

This job description is a representative document. Other reasonably similar duties may be allocated from time to time as required to facilitate the efficient operation of the admin/data team and the school.