



# Data and Exams Administrator – Job Description

Post Hours: 37 hours per week      Post Grade: 6 (SCP 15-17)  
Salary:      £17,072 to £17,772 per annum pro rata

Special conditions of Service:  
Term time only plus 1 week during school closure

Immediately responsible to the Data & Exams Manager

## Purpose of Role:

To support the Data and Exams Manager in reaching key objectives which include effective support of the examination processes, data collection and the maintenance of an excellent and compliant website.

## Duties and responsibilities:

Data management – assessment and attainment

### Assist in:

- The development and management of the Academy's student performance data collection systems for all key stages
- The provision of student data collated from the assessment systems, to populate the school development plan and KPI's
- The provision of GCSE results data for analysis and reporting to The Shaw Education Trust
- The development and management of the Academy's reporting systems
- The analysis of trends and tracking key intervention cohorts within the Academy as required by Senior and Middle level leaders
- The creation and maintenance of data systems within the Academy which can be easily understood and used to drive and improve performance
- The creation and preparation of complex strategic and operational data analysis as required for Heads of Department and others as appropriate, ensuring that non-data specialists can use reports to drive improvement in pupil outcomes
- Maintenance of the SIMS, SISRA and Datasec systems ensuring accessibility for all staff and providing training for end users in the access and maintenance of assessment data where necessary.
- Administration and analysis of data for all other tests as appropriate
- Administration for ASP (Analyse School Performance); LAT; EPAS; FFT and other key systems
- Developing the use of Datasec and SISRA – design and implementation for results, assessment and reporting supporting teaching staff
- Ensuring that the Academy remains compliant with all data calls/audits/statutory returns requested throughout the academic year



- Keeping abreast of current guidance, requirement and good practice in relation to target setting and the effective use of data
- Ensuring that the website is current at all times
- Keeping abreast of statutory requirements of school websites at all times to ensure Academy compliance

## Examinations

Assist in:

- Ensuring the smooth running of all aspects of school examinations both internal and external
- Submission of exam entries and forecast grades to all exam boards
- Receipt and storage of external exam papers
- Distribution of exam results to learners and staff and processing of post results enquiries
- Answering staff queries and contacting exam boards when necessary
- Keeping up to date with developments in data and exams, DfE, JCQ etc.
- Quality assurance of data input from teachers

## Development and Training

Assist in:

- Providing appropriate training and support to all staff in the development of monitoring packages to track student attainment
- Ensuring that SIMS data and student tracking is optimised for the benefit of the academy and Shaw Education Trust

## Administration and reporting

Assist in:

- Production of annual and half-termly student progress reports
- The accurate completion of statistical returns in accordance with the DfE and local guidelines

## Additional Duties

- To be a trained first aider
- To have due regard for data protection, confidentiality and Health and Safety Policies
- To undertake appropriate training as required
- To undertake any other duties which may be assigned to the post from time to time as directed by the Principal
- This job description will be reviewed annually and may be subject to amendment or modification at any time at the request of the Principal and after consultation with the post holder. It is not a comprehensive statement of procedures and tasks,



but sets out the main expectations of the academy in relation to the post holders professional responsibilities and duties.

Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

The school is committed to the ongoing professional development of all its employees.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Prepared by: Mrs R. Stansfield	Date: December 2017
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:



## Data & Exams Administrator - Person Specification

Shortlisting Criteria	Essential	Desirable
Qualifications		
5 GCSEs or equivalent (Grade C or above including English & Maths)	Y	
NVQ3 Business & Administration or equivalent qualification in a relevant discipline	Y	
Experience		
Experience of working in a school or with young people		Y
Skills & Knowledge		
Working knowledge of relevant policies/practices and external regulations		Y
Excellent ICT skills or demonstrable aptitude	Y	
Excellent numeracy and literacy skills	Y	
Ability to relate well to children and adults	Y	
Ability to work constructively as part of a team	Y	
Good organising, planning and prioritising skills	Y	
Methodical with a good attention to detail	Y	
Familiar with SIMS MIS systems		Y
Continuing Professional development		
Willingness to participate in development and training opportunities	Y	
Safeguarding and Child Protection training or willingness to attend training	Y	
First aid qualification or willingness to attend first aid training	Y	
Committed to continuous development by keeping up to date, sharing knowledge and encouraging new ideas	Y	
Personal Qualities		
Customer focused	Y	
Friendly yet professional and respectful approach	Y	
Open, honest and an active listener	Y	



Committed to the needs of learners, parent/carers and other stakeholders	Y	
Adaptable to change/embraces and welcomes change	Y	
Good communication skills	Y	
Able to demonstrate the highest levels of personal and professional integrity at all times. Able to demonstrate a positive outlook, energy, enthusiasm, resourcefulness, drive, the ability to motivate others, to be flexible and to work as part of a larger team.	Y	
A desire to play a key part in the further development of Castlebrook High School to realise our ambitious and inclusive vision and to be the best school we can possibly be.	Y	
An excellent health and attendance record is essential.	Y	

Safeguarding		
Two references which confirm no issues evident in terms of child protection, discipline or capability and positive relationships with learners, staff and parent/carers	Y	
Commitment to safeguarding young people, appropriate DBS record	Y	
Suitable to work with young children	Y	
Able to form and maintain appropriate relationships and personal boundary with children and young people	Y	