

Job Description

Job Title:	Data and Exams Administrator
Grade:	Band E (Points 5 - 7) (salary details at appendix 2)
Hours:	Annualised 710 hours, over 41 weeks, consisting of: Term Time Non-Exam weeks 15 Hours per week Term Time Exam Weeks 24 Hours per week Non-Term Time Results Weeks 26 Hours over 2 weeks
Reporting to:	Data Systems Manager
Department:	Examinations Office

Main Purpose of Roles

To provide assistance and support to the Data Systems Manager and Examinations Officer by providing administrative support in the provision and delivery of all school related data and information and in all aspects of the examination process. The role relies on the support role using the schools Management Information System (MIS/Bromcom) extensively and the incumbent needs to be both flexible and adaptable with the administrative tasks.

The role is primarily supporting the data requirements of the Exams and Data Office and will include exam tasks. These tasks are across the academic year and include increased hours during the mock and external exam seasons.

Philosophy

This is an evolving post impacted by school policies and government agencies, changes in protocol and procedure. Subsequently the nature of specific activities and duties will change and adapt in response to these. The post holder is expected to develop highly organised and efficient systems, ensuring quality assurance at all levels. The post holder will need to display a robust attitude to the demands of the role.

Data Main Duties and Responsibilities

- Assist the Data Systems Manager with generating attainment targets.
- Assist the Data Systems Manager with setting up Markbooks within the school MIS system.
- Monitor teacher input for students' data captures and chase where applicable.
- Generate ad-hoc reports from the school MIS.
- Export regular extracts from school MIS into SISRA.
- Export and import data from and into the MIS to support students' progress reports.
- Generate students progress reports and publish.
- Support the running of the school census.
- Maintain housekeeping of the school MIS including the Document Storage System
- Process mid-year starters including parent/carer logins and update attainment information
- Track mid-year leavers

Examination Main Duties and Responsibilities

- Take the lead in updating KS4 Access Arrangements
- Support the exams officer by assisting with queries for examination-related matters, with colleagues, students, awarding bodies, parents/carers and others.
- Keep up to date with all current examination requirements as in accordance with Joint Council for Qualifications (JCQ) and Awarding Body regulations.

- Have a key supporting role in supporting the daily running of internal and external examinations in accordance with JCQ regulations.
- Maintain at all times the security and integrity of all examinations.
- Assist with making staff and students aware of examination procedures and conduct.
- Support Examinations Officer by monitoring and checking entry sheets are returned to the Exams Office.
- Work with Examinations Officer and other Exams and Data Administrator, Curriculum Leaders and SLT to create an internal examination timetable and create comprehensive internal timetables which can be used by Facilities Staff, Invigilators, SEND and all other staff and students for all information required.
- Work as an Exams team, by making examination entries for students using the schools Management Information System (MIS).
- Support the team by creating timetables, allocating seating and rooms.
- Book rooms with Cover & Curriculum Support Coordinator and assist with finding alternative rooms for any lessons that are displaced by examinations.
- Support with printing and issuing key student information (statements, timetables, results, booklets).
- Preparation and display of exam seating lists.
- Be prepared for manual handing of a large volume of papers and student documentation
- As part of the exams team, liaise with
 - Facilities team about arrangements that need to be made for examination rooms.
 - IT department to make arrangements and book extra equipment.
 - Catering staff in regard to break or lunch arrangements impacted by exams.
 - Learning Support Team where appropriate for rooming, readers and scribes etc.
 - Ensure Access Arrangement 's in the MIS updated appropriately.
- Support exams team in providing materials in preparation for after school assessments.
- Assist with co-ordinating examination papers as they arrive, ensuring secure storage of all examination materials in accordance with the JCQ regulations.
- Receive, file and distribute all incoming examination documentation.

Examination Days

- As a team, including the invigilators, ensure rooms are set up in accordance with JCQ regulations for both internal and external examinations
- As a team, including the invigilators, to ensure all candidates are given the correct examination papers.
- Support the management of any emergencies on examination days
- As a team, including the invigilators, with overseeing the start and end of all examinations.
- As a team, ensure the correct packaging and posting of examination papers to Awarding Bodies and Moderators.

Results

- Be present on the days the school is notified of results and to oversee the copying and distribution of results to students
- To check certificates and co-ordinate their distribution and maintain archiving process.

Team Duties and Responsibilities

People Supervision

- Support recruitment of invigilators.
- Obtain invigilator availability for all seasons using the TEO system.
- Arrange invigilator meetings and training sessions and maintain a log of all training completed.
- Support with allocating invigilators to roles/rooms for each examination.
- To give invigilators full information regarding their duties and responsibilities and when / where they will be required.

Management Information System (MIS)

- Support Team with logging/checking calls raised with MIS provider.
- Publish data and examination information to the MIS portals.
- Support the team with adding assessment and examination information to the school website and ensure it is up to date.
- Support the team with updating the school weekly digest.
- Update the team's OneNote system regularly.
- Support the team by sharing in the responsibility for the team's shared email account and action/distribute as necessary.
- Support the team by sharing in the responsibility for the invigilators email account and action/distribute as necessary.
- Update and maintain the team's key dates calendar.

General

Undertake other duties as directed by line manager commensurate with the post.

Other

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety, and that of others, will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General Entitlement to:

- A clear communication line and access to the line manager - Data Systems Manager.
- A close working relationship with key contacts: Examinations Officer, SENCO, Site team, Curriculum Leaders, Business Manager, Finance and Admin Office staff.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

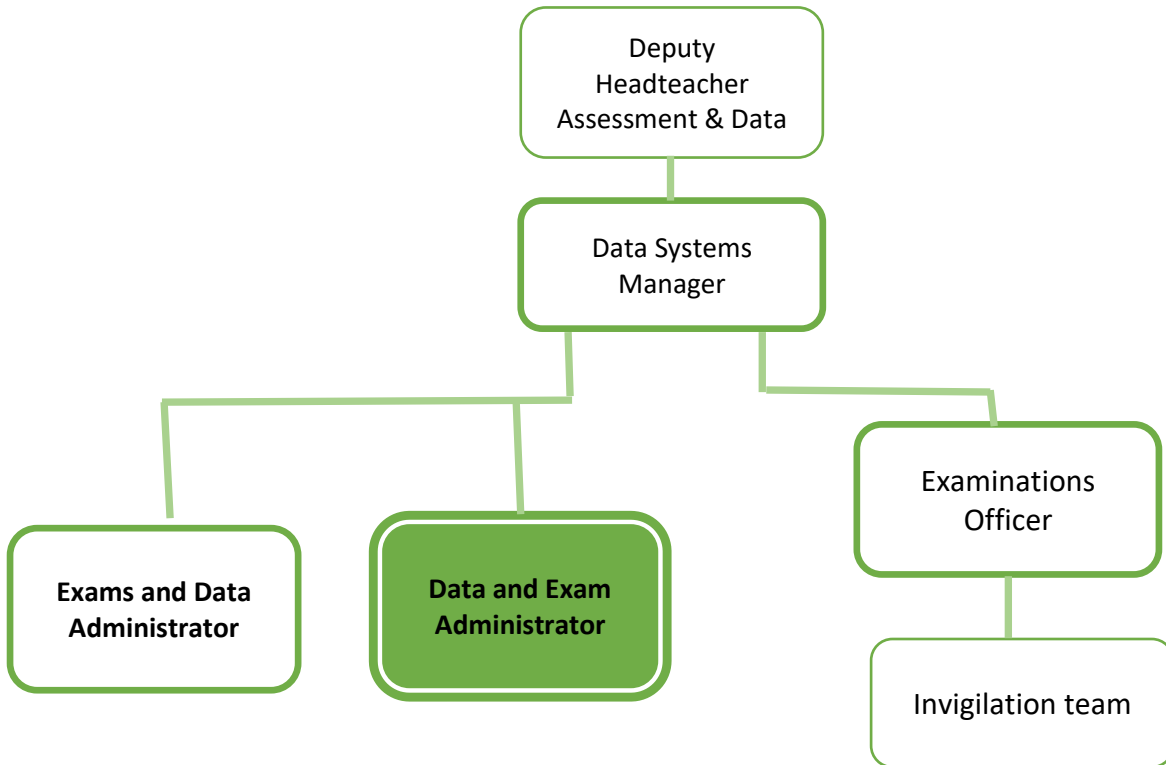
Requirements

- Compliance with GDPR
- Knowledge of and compliance with relevant school policies and procedures e.g. Child Protection, Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system for all staff.

Notes

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Organisation Chart Extract



Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Membership of Groups

From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Examinations and Data Support

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 710 hours over the academic year. The actual timings will be by agreement with the line manager, in line with general school policy. Flexibility will be required due to business and examination needs and at times will involve working outside of core school hours.

An unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break

Working weeks will be 41 weeks per year made up as follows:

- 38 weeks (term time) plus 1 week of Staff Learning Days.
- 26 hours to be worked during 2 weeks of the school summer holiday to support Results Days (non-term time).

Example Working Patterns - Tuesday, Wednesday and Thursday

Non-Exam Periods	15 hours over 3 days a week, e.g. 9:00 – 14:00
December Mocks	21 hours over 3 days a week 7:45 – 15:25 <i>inc</i> unpaid 40 mins lunch break (2 weeks)
Summer Exams	24 hours over 3 days a week 7:30 – 16:10 <i>inc</i> unpaid 40 mins lunch break (8 weeks)
Results Days	Week 1: 2 days approx. 7:30 – 12:15
	Week 2: 3 days approx. 7:30 – 13:00

Typical days worked will be Tuesday, Wednesday and Thursday, however, during the summer exam period we may ask you to be flexible with the days worked, depending on the exam timetable. This flexibility maybe required in order to attend Staff Learning Days which may fall outside of the normal working pattern of the role.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days.

Other Benefits

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band E is within the range (points 5 - 7) £25,583 to £26,403 per annum paid pro-rata to the hours and weeks worked. Actual salary for hours and weeks worked is calculated as £10,907 to £11,256. Starting point depending on experience, qualifications and subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.