

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Data and Examinations Assistant – Maternity Cover
Responsible to: Data & Examinations Manager
Start date: July 2019

The Role

To provide effective and efficient support to the Data and Examination Team.

Applicants must be available to work the two-week period of the Public Examination results GCE and GCSE in August or as stated by the Examination Regulatory Bodies and the first and last week of the summer holidays.

Hours: 52 weeks per year post, 36 hours a week 8.00am/4.00pm.
24 days holiday a year plus Bank Holidays.

Key Responsibilities

Supporting the Data & Exams Manager

- Support with assessment data, analysis and distribution
- Assist the SIMS Assessment Manager with creating aspects/templates/mark sheets/student reports
- Assist with SIMS Course Manager, SIMS CAS Templates, SIMS In Touch, 4 Matrix programme
- Complete DfE data requirements and returns and the KS5 & KS4 table checking process
- Be responsible for data inputting
- Assist with GCE & GCSE examination results, spreadsheets and analysis
- Assist with KS2 SATs results, spreadsheets and analysis
- Email program results to parents via SIMS In Touch
- Create individual student timetables following amendments/department subject rotations
- Create student logins for Touch Typing programme
- Assist with Free School Meal applications and verification with Surrey County Council
- Assist with the school promotion process at the end of the summer and beginning of the autumn terms
- Complete stationery orders

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Supporting the Exams Officer

- Support with SIMS Exams Organiser program including exam entries/data inputting/amendments/ results
- Assist with KS5 and Y11 Mocks and Y10 Assessment week arrangements
- Email pupils' examination timetables via SIMS In Touch Program
- Collate GCE, GCSE and BTEC examination results and input data accordingly
- Assist with Public Examination results days/distribution of results
- Assist with arrangements and meeting requirements for invigilation team

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the school;

These tasks serve to indicate the range of duties and level of responsibilities involved but they are not exhaustive.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English and maths; grade C/4 or above. 	
Experience/ Knowledge	<ul style="list-style-type: none"> • Capable of using MS Office (Word, Outlook and Excel: particularly databases, spreadsheets, the creation of macros) • Flexibility to prioritise workload/hours during heavy work periods and meet deadlines • Confident in handling numbers, data and an understanding of statistics, spreadsheets and creating complex formulae • Good verbal and written communication skills 	<ul style="list-style-type: none"> • A good knowledge of SIMS programs in particular: Assessment Manager, Course Manager, Exams Organiser and 4 Matrix Program • Knowledge and understanding of the current UK Public Examination system
Personal	<ul style="list-style-type: none"> • Good communication, planning and organisational skills 	

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	<ul style="list-style-type: none">• Hardworking• Enthusiastic• Resilient• A strong team player• Good sense of humour	
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The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.