



ST ANNE'S CATHOLIC SCHOOL

JOB TITLE: Data and Exam Assistant

GRADE: Grade 6
Term time only - 30 hours per week

Job Description

The post holder is a member of the Data Team which has responsibility for wide ranging tasks in support of the school's administrative functions and interface with public.

An experienced and competent administrator, you will have excellent inputting and keyboard skills with great attention to detail and accuracy.

You will have a strong working knowledge of Microsoft Word and Excel, sound communication skills and be able to use your initiative.

PURPOSE OF THE POST

Under the direction of the Data Manager the purpose of the role is to:

- a) Produce accurate and timely reports for parents and enable teaching staff to meet the deadlines outlined on the reports schedule.
- b) Assist the Data Team in all other elements of data production required throughout the year.
- c) Cover for and support the Data Manager and Exams Officer where necessary.
- d) Assist with the Data Team's role in the new student admission procedures throughout the year.
- e) Update SIMS throughout the academic year with pupils' personal and academic details.
- f) Assist the Data Manager with statistical returns.
- g) Work closely with the Exams Officer especially during exam seasons.
- h) Assist with the administration and implementation of internal and external examinations.
- i) Participate in and undertake training for the range of work carried out by the Data Team.

- j) Support the SEN team with a range of administrative tasks.

In addition to the above responsibilities the Data and Exam Assistant will also be expected to carry out any such reasonable requests or instructions made to them by the Headteacher.