



## Job Description and Role Outline

### Data and Exams Support

#### Overall Purpose of Post:

Coordinating and managing planned absence and cover, generally supporting the data exams and timetable teams to ensure are all run effectively and efficiently.

#### Responsibilities and Accountabilities

1. To undertake the full range of duties and responsibilities as required by the Principal as set out in:
  - a) The SNMAT Contract.
  - b) Any other duties commensurate to the post title which the Principal, Operations Director or Data Manager may deem appropriate.
2. Participation in continuous professional development.
3. To actively promote equality of opportunity for all students and staff.

#### Expectations

1. To embody the Values and Ethos of the Academy.
2. To be positive and flexible in order to meet the constantly changing demands of the role.
3. To show commitment to the rigorous continuous improvement of the Academy.
4. To demonstrate a positive commitment to working with all stakeholders (students, parents, staff, etc.) to improve the performance of the Academy.

#### Specific Data and Exams Support Role

##### Continuous Improvement:

- 1) Ensure all cover, planned absence and exams services provides outstanding world class service to all stakeholders.
- 2) Work with the Data Manager, exams officer and the Curriculum Vocation Team to continuously suggest and plan improvements to timetable, cover and exams support systems that help to create efficiencies.

##### Planned Absence and Data Support

- 1) To administer all planned absence forms as necessary.
- 2) To provide administrative and general support to both the data manager, exams officer and data director.
- 3) Liaise with staff co-ordinating events across the Academy to ensure appropriate rooming is provided.



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- 4) Arrange for efficient and cost-effective cover of absent colleagues with due regard to quality of education provided for students. Including the deployment of Cover Supervisors and Supply Teachers as needed.
- 5) Liaise with the Curriculum Vocation Team in order to maintain the planned absence calendar effectively ensuring the correct balance between staff needs/requests and quality of provision in the classroom.
- 6) Alert the Curriculum Vocation Team to potential understaffing situations as they arise and advise on whether supply agency staff may be required.
- 7) Coordinate, greet and support any supply teachers contracted to work at the Academy, ensuring all safeguarding vetting and appropriate checks are in place and prepare any related timesheets for approval.

### **Exams Support**

- 1) To receive and log in examination papers and other materials sent by Examination Boards and store them in the approved secure storage facilities.
- 2) To liaise with the HR Officer and the Curriculum Vocation Team regarding recruiting invigilators as required and to arrange appropriate training. and line management for all invigilators.
- 3) To arrange annual invigilator training sessions, keeping up to date records of all training undertaken, including Safeguarding and Health & Safety.
- 4) Creating google forms to collect invigilator availability, and subsequently booking adequate staff in as directed by the exams officer.
- 5) To maintain accurate records of all examinations, including seating plans and registers, according to JCQ and awarding body regulations.

### **Person Specification**

The successful candidate will have the following as essential:

- 1) Embody the Values and Ethos of the Samworth Church Academy.
- 2) Drive, tenacity, energy with an appetite for hard work and ability to multi-task effectively.
- 3) Ability to prioritise workload and deadlines effectively.
- 4) Capacity to show initiative and take responsibility.
- 5) High levels of IT skills.

The successful candidate will have the following as desirable:

- 1) Ability to think operationally across the whole organisation with the capacity to provide ideas and input into the key areas of the Academy.
- 2) Excellent communication skills.
- 3) Excellent administrative skills.
- 4) Good knowledge and understanding of Microsoft Excel.

### **Personal Contacts**

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External: Governors, parents/carers and members of the public.

Internal: Students, staff, parents/carers and any other visitors to the Academy.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description, in accordance with the changing needs of the organisation.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This will follow consultation between the post holder and the Academy.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment

In line with our continued commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults we apply safer recruitment practices across our selection process and all posts are subject to an enhanced DBS with Barred List check in accordance with the requirements of the Disclosure and Barring Service (DBS), the Police Act 1997 and the DFE's Keeping Children Safe in Education guidance.