



The Redhill Academy

Job Description

Job Title:	Data and Exams Administrator
Location:	The Redhill Academy
Salary:	The Redhill Academy Trust Pay Scale Band 6, Scale points 28-32 £17,977 - £19,843 (FTE)
Hours of Work:	Part Time (20 hours per week), term-time plus 2 weeks
Responsible to:	Data and Exams Manager
Post Objective:	To provide administrative support to the academy's data and examinations services and provide general clerical and administrative support to the Academy.

Main Duties and Responsibilities:

Data and Reports

- Provide administrative support to the academy's Data and Examinations Officer.
- Liaise with all teaching departments to ensure the timely communication of data and information.
- Undertake data checks as required.
- Print year group reports and prepare for distribution.
- Assist in preparation of data packs following key results days.
- Support the academy's intervention strategies around student progress.

Examinations

- Check and distribute examination entry statements to students and teaching departments, making any amendments as necessary.
- Assist in the administration of examination results days, including the main August examination results days.
- Communicate relevant data information to candidates and staff.
- Provide data to examination boards including:
 - Entries
 - Coursework marks
 - Estimated grades
 - Access arrangements liaise with SENCO
 - Special considerations
 - Dissemination of results and certificates
 - Requests for enquiries about results
 - Details of syllabuses/training courses
- Receive, log and secure delivery of all exam materials and ensure appropriate papers are in place for examinations.

- Assist the Exams/Data Manager to ensure that the exam venue is set up, display JCQ 'Warning to candidates' and 'Mobile phone, electronic devices' notices, distributing candidate cards, question papers and scripts according to the given seating plan.
- Assist Exams/Data Manager throughout the course of the exam ensuring that all invigilators carry out their roles and responsibilities appropriately.
- Take reasonable steps to ensure the correct question papers are issued to the candidates by all invigilators.
- Ensure centre number and start and finish time of the exam are clearly visible to all candidates.
- Liaise with the Exams/Data Manager regarding exam anomalies.
- Ensure any access arrangements are implemented accordingly on the candidates' behalf.
- Working with the Exams/Data Manager, take appropriate action and provide the invigilation team with the relevant information to deal with emergencies.
- Ensure the students are supervised entering and leaving the exam room, maintaining silence if other candidates are still working.
- Sort the scripts according to Exam Board's register which should be accurately completed in line with the awarding body's instructions.
- Ensure the invigilation boxes are stocked and make arrangements for replacement supplies as required.
- Organisation of invigilation team.

Administrative Support

- To provide administrative support to teaching staff within the Academy, including typing, reproduction and filing of reports, letters and other correspondence
- Provide administrative support to the Office Manager, Operations Manager and Guidance Team as required
- Undertake reception/switchboard duties as necessary (e.g. lunchtimes, absence cover and busy periods)

General

- Liaison with other departments and staff as necessary on matters regarding data and examinations.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- This role involves working in regulated activity with children

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: