Job Description

EMPOWER LEARNING ACADEMY TRUST

Job title	**Assistant Exams, Attendance & Data Officer**	Contract	**Permanent**
Department	**Admin Support**	Reports to	**Exams Officer**

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

The role of Assistant Exams, Attendance and Data Officer is critical and you will contribute to the effective delivery of a high-quality examinations service, including the registration and collation of all examinations, assessments and certification. The role requires working closely with academic and support staff to ensure that an accurate and responsive service is provided.

Person specification

Recognised administrative qualification at NVQ3 level, or above or the equivalent gained through experience	Essential
Evidence of 2-3 years administrative experience in a busy organisation	Essential
Previous experience of working in a busy, service driven environment	Essential
Experience of working in an educational environment and specifically, within the administration of exams	Essential
Experience of producing reports	Essential
Working with awarding bodies and regulatory organisations e.g. JCQ and complying with statutory regulations set by external bodies	Desirable
Knowledge of administrative procedures, including relevant ICT systems	Essential
Knowledge of 'Keeping Children Safe in Education' and safeguarding issues	Essential
Excellent organisational skills, attention to detail, with an ability to spot numerical errors	Essential

Empower Learning Academy Trust, Marlborough Gardens, Upminster, Essex RM14 1SF
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Knowledge and expertise of working with SIMS or similar management information systems	Essential
Ability to process, understand and analyse data	Essential
Demonstrate high level interpersonal and written communication skills, including a good command of grammar	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	Essential
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	Essential
Work with confidential and/or sensitive materials	Essential
Excellent IT skills, including full knowledge of MS Office programs and experience of using databases	Essential
Proven and outstanding administration skills	Essential
Demonstrable organisational, problem solving and time keeping skills	Essential
Excellent attention to detail	Essential
The ability to exercise tact and discretion; have excellent communication skills to effectively liaise with parents and staff	Essential

Accountabilities

Strategy	■ Is aware of and understands the ELAT Vision, Mission and Values ■ To assist with making necessary arrangements relating to all level of exams and any other external and internal assessments
Planning	■ To assist with the management of information and information systems – which include examinations and assessment ■ To assist with the direction of the invigilation team as appropriate ■ To assist with the liaison with examination boards ■ To contribute to the setting of calendar deadlines and schedules for all stages in the process of entering and examining students for external examinations, and to inform students and staff of deadlines ■ Work in collaboration with the EWO

Delivery	■ To be familiar with the rules and regulations issued by examination boards and to assist with ensuring awareness and compliance by SLT, Subject Heads, invigilators and candidates ■ To assist with preparing examination entry forms and to liaise with Subject Heads, in conjunction with the Exams and Data Officer, to ensure all students entered for the correct subject/tier prior to submitting exam entries to awarding bodies (exam boards) at the dates set by the boards ■ To assist with building and maintaining the whole school examination timetable, as well as timely issuing of individual entries information and timetables to student candidates for all external exams ■ To assist the Sendco in collating Access Arrangements for particular candidates and to complete special consideration forms for unwell/injured/absent candidates where appropriate ■ To assist with the ordering, receiving and securing of papers and administrative documents from examination boards ■ To assist with the collection, sorting, checking, packing and arranging postage of examination scripts and associated administrative documents ■ To assist with the collection of non-exam assessments and samples from Heads of Subject for transmission to examination boards providing support to Heads of Subject if required ■ To assist with reminding students prior to results day of the date and time for collection of results ■ To assist with making necessary arrangement for result distribution to students along with grade boundary information and Review of Results paperwork authorised by SLT including information on collection of exam certificates ■ To assist with checking DfE and other examination statistics prior to publication including the data checking exercise in June/July each year prior to publication in January ■ To make the attendance calls in line with The Attendance Policy ■ Liaise with the HOY to ensure Attendance issues are addressed ■ Assist with EWO/Safeguarding home visits ■ Any other duties relating to Attendance
People Management / Organisational Development	■ To assist with the booking, training, directing and managing of the examination invigilation team members ■ To attend any LMS exam training events as necessary – exam results and exam analysis in July each year as well as Sims admin meetings ■ To assist with ensuring the lead invigilator is fully prepared on exam day with any additional information, e.g. sick students, erratum notices ■ Work with the SLT Pastoral team to identify trends
Information Management and Reporting	■ To develop knowledge and expertise in the management of the school's SIMS examinations system and to provide information and exam data as required ■ To assist with the downloading of exam results for distribution to SLT including analysis of results

	■ To assist with importing student information, PPE and predicted data throughout the year and running analysis reports. Importing exam results and running exam analysis reports for SLT/MAT ■ Set up new academic year in Sims and complete academic and pastoral promotion in July each year ■ Set up new admission groups annually ■ Apply new timetable setup in Sims, i.e. Week 1 and Week 2 set up, bank holidays and inset dates so attendance module is correct ■ Populate all new academic classes prior to start of academic year using Sims Sylk files ■ Carry out various data admin tasks throughout the year at request of SLT, HODs and teaching staff via the Exams and Data Officer ■ Produce attendance reports for SLT
Data Protection	■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	■ Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness

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