



## MIS Data and Exams Administration Officer

City of Derby Academy

**Permanent (37 hours per week, 42 weeks per annum)**

Do you want to improve the life chances of all students? Do you want to make an impact in a school that is moving forward with exciting times ahead?

We are seeking to appoint a successful, enthusiastic and dynamic professional who is a highly motivated, well-qualified specialist with an innovative and supportive approach to teaching and learning.

The City of Derby Academy is part of the QEGSMAT. The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities. You'll find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

In this post you will play an instrumental role in 'improving the life chances of all students' which includes developing whole-school systems and ensuring that the school provides the highest quality education to all our young people. You will be working with a team committed to embedding excellence in everything we do.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

If you believe you can improve the life chances of all students at CODA, please visit [www.qegsmat.com](http://www.qegsmat.com) where you can apply via TES.

**Closing date for applications:** Friday 8<sup>th</sup> January 2021 noon

**Interview date:** week commencing 18<sup>th</sup> January 2021

**Salary:** Scale 4 £20,092 - £21,748 (£18,279 - £19,786 pro rata)

**Start date:** ASAP



### JOB DESCRIPTION

**Post Title:** MIS Data and Exams Administration Officer  
**Reporting to:** MIS Data and Exams Leader  
**Scale:** Scale 4  
**Weeks of work:** 42  
**Hours of work:** 37

- Support the effective and efficient administration of all examinations in accordance with JCQ regulations and awarding body requirements
- Assist to organise the invigilation timetabling and training of external invigilators.
- Support the overall operation in the examination halls and the operation of invigilation during examinations.
- Support to ensure that the school's student progress data system (Go4Schools) is accurate and up to date and includes essential information for every student (including photographs, target and predicted grades, CAT and reading age scores and SEND data)
- Support with the generation of termly progress reports for students and parents
- Ensure that Go4Schools is accessible online to students and parents
- Maintain the academy's MIS, ensuring accurate and up-to-date data is readily available as required;
- Manually enter data into the MIS and import and export data as required, ensuring accuracy of external examination data;
- Where required, support to complete and submit statutory returns, including the school census and school workforce census;
- Assist with formulating and scheduling the academy's timetable, inputting the curriculum plan into the MIS;

### GENERAL

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of and adherence to statutory safeguarding guidance
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities
- Carry out the duties of the post in compliance with the Trust's Equalities Policy
- Understand and comply with all other relevant academy policies
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements
- Undertake any necessary training associated with the duties of the post
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post



## Person Specification

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English Grade C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>	Application form  Certificates
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>JCQ regulations</li> <li>KS2 and KS4 assessment systems</li> <li>GDPR regulations</li> </ul>	Application form  Interview  References
<b>Experience</b>	<ul style="list-style-type: none"> <li>Office skills/clerical and secretarial work</li> <li>High level of ICT skills and experience of all Microsoft Office Suite applications</li> <li>Coordinating and supervising staff</li> <li>Maintaining high standards by adhering to regulations and timescales</li> <li>Working quickly and accurately to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Exam invigilation</li> <li>Managing exams</li> <li>Working in a secondary school</li> <li>Use of school management information systems</li> </ul>	Application form  Interview  References
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent written and oral communication</li> <li>IT literate – Excel and Word</li> <li>Ability to lead and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Basic First Aid</li> </ul>	Application form  Interview  References
<b>Qualities</b>	<ul style="list-style-type: none"> <li>Highly organised</li> <li>Self-motivated</li> <li>Ability to work under pressure and manage conflicting priorities, prioritise workload, maintain high standards, solve problems and meet deadlines</li> <li>Ability to relate to students in a pleasant and professional manner</li> <li>Ability to communicate effectively with a range of people including staff, pupils, parents, visitors and</li> </ul>	<ul style="list-style-type: none"> <li>Ability to recognise potential child safeguarding issues</li> </ul>	Application form  Interview  References

	<p>governors both written and verbally</p> <ul style="list-style-type: none"> <li>• A willingness to undertake further professional development and training.</li> <li>• Satisfactory Enhanced DBS</li> </ul>		
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