



Data and Exams Assistant

Chellaston Academy, QEGSMAT

Permanent

37 hours per week, 42 weeks per annum

Scale 4 £20,444 – £22,129 FTE (£18,600 - £20,133 pro rata)

QEGSMAT are seeking to appoint a Data and Exams Assistant to join our support team at Chellaston Academy.

Chellaston Academy is on an exciting journey, and we are seeking talented candidates that mirror our values and standards to join us. Our ways of working ensure that our young people are at the heart of all decisions that we make; whilst we take academic achievement seriously, we also consider educating the whole person to be vitally important.

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.

- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also 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 and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Rachel Sande on 01332 702502. Further details about our school can be found on our website: www.chellaston.derby.sch.uk

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications:	8th August 2022
Provisional Interview date:	Week of the 15th August 2022
Start Date:	1st September 2022
Actual Salary:	Scale 4 £20,444 – £22,129 FTE (£18,600 - £20,133 pro rata)



JOB DESCRIPTION

Post Title: Data and Exams Assistant
Reporting to: Data and Exams Officer
Scale: Scale 4 £20,444 – £22,129 FTE (£18,600 - £20,133 pro rata)
Weeks of work: 42
Hours of work: 37
Disclosure Level: Child workforce, Enhanced including the Barred List

Roles and Responsibilities

- 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 - Data and Exams Assistant

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