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**Job Description: Support Staff**

**Name:**

**Job Title: Data Team – Exams Assistant**

**Salary Scale: CVCC C**

**Hours of Work: 16 hours per week x 41 weeks hours TBA**

**Job Purpose**

Administrative support to the Exams & Data Manager throughout the annual exam cycle. This will include attendance on exam result days during the Summer holidays. The key element of this position is flexibility to allow for attendance at college during peak exam periods outside of your normal agreed working pattern. You will also be required to deal with queries, where appropriate in the absence of the Exams & Data Manager.

**Exams Administration**

Support exams function throughout the year as directed by the Exams & Data Manager

This may include data entry, issuing of timetables, seating arrangements etc

Organise staff invigilation for mocks/internal exams as necessary

Organise room changes for exams as necessary

Help with organisation of and attendance at GCSE awards evening

Administration of onscreen tests

Check & collate, issue exam certificates

Assist with results day administration

**ADDITIONAL RESPONSIBILITIES**

You may also be required to undertake any administrative task as directed by the College Manager or any additional member of SLT. At times this may sit within another Administrators role. This is to ensure the smooth running of the College at all times.

**TO WHOM RESPONSIBLE**

**Exams & Data Manager**

***This job description is not a comprehensive definition of the post. Opportunity to discuss your individual responsibilities will be available during your appraisal interview with your line manager, which will normally take place in the Summer term.***

**Person Specification**

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| --- | --- | --- | --- |
| **Role Requirements:** | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications:** |  |  |  |
| 5 GCSEs at C or above including a minimum of GCSE grade C in English and Maths. | √ |  | Application Form |
| **Experience:** |  |  |  |
| Working in a school environment with young people. |  | √ | Application Form; Interview; References |
| Analysing information systematically and working with great attention to detail.  | √ |  | Application Form; Interview; References |
| Working within a busy environment, meeting tight and demanding deadlines. | √ |  | Application Form; Interview; References |
| General administration and familiarity with SIMS |  | √ | Application Form; Interview; References |
| Using a range of ICT packages and databases | √ |  | Application Form; Interview; References |
| **Personal and Professional Skills & Attributes** |  |  |  |
| Good interpersonal skills including;* Ability to build rapport quickly
* Ability to be assertive when required
* Professional & approachable style
 | √ |  | Application Form; Interview; References |
| Excellent planning and organisational skills. Able to prioritise and organise own day-today work in accordance with deadlines and agreed objectives. Flexible and adaptable in approach. | √ |  | Application Form; Interview; References |
| Strong communication skills, able to;* Convey information confidently, appropriately and effectively.
* deal with internal and external contacts to high professional standards.
* build positive professional relationships with stakeholders and examining boards
 | √ |  | Application Form; Interview; References |
| Numeracy, literacy and ICT skills at a level appropriate to the role. * Highly competent Microsoft office (Outlook, Word & Excel) user.
 | √ |  | Application Form; Interview; References |
| Able to manage confidential information appropriately and with discretion including dealing with sensitive and personal issues in complete confidence. | √ |  | Application Form; Interview; References |
| * Willingness to participate in ongoing training & development
 | √ |  | Application Form; Interview; References |
| Able to work effectively as a member of a team  | √ |  | Application Form; Interview; References |
| Understanding of safeguarding issues and able to promote the welfare of children and young people.  | √ |  | Interview |