



Job Description Exams and Data Assistant

Job Title:	Exams and Data Assistant
Department:	Exams and Data
Responsible to:	Exams Officer – Line Manager
Salary Grade:	Grade D/E dependant on experience Point 5 – 6/7-11
Contracted Hours/Week:	15 hours per week During Exam periods these hours will need to be fixed to facilitate start of exams. Additional hours may be available, please enquire for further information.
Contracted Weeks/Year:	39 (Term time only) plus 5 days to be worked during results weeks in the summer holidays

Main Job Purpose

To assist with the arrangements of internal and external exams
To assist with the student options and course choices.

Main Responsibilities:

Exams

- To assist the exams officer at peak times
- To input external exam entries
- To enter rooming and seating for examinations
- To receive and dispatch examination papers
- To prepare examination results for distribution

Options/SIMS

- To assist in administering the options process
- To follow up with students/parents regarding any log in or process queries.
- To support the SIMS Data Manager and Exams Officer as required.

Additional Responsibilities

- To undertake any relevant training and development activities, including induction and annual appraisal
- To co-ordinate and manage Parents' Evenings
- Attend relevant training as required by the Finance Director

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder _____

Effective date of this
job description _____

Post holder's Signature _____

School Business
Manager's Signature _____

Date _____

Date _____