

Student Data:

Undertake the full range of complex administrative tasks necessary for the efficient operation of the target setting, assessment, behaviour tracking and reporting systems including:

- Manage and maintain computerised and manual record/information systems
- Develop and support achievement and progress tracking systems
- Organise MidYis / Yellis base line assessments for Yr7 & 10 students
- Upload student data to CEM centre, download results, import into student records and disseminate data to staff.
- Import FFT data into MIS/produce summaries
- Enter end of Key Stage targets for new students in the key stage
- Design and create reports for data output and data entry templates for data input as required
- Coordinate the proof reading, print and distribution of annual and interim reports
- Produce summary reports of data and statistical/organisational support to staff as required
- Responsible for the completion and submission of returns to outside agencies

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc on national and local guidelines/policy/statue etc
- Advise and support on examination and data related policy issues
- Full knowledge and awareness of all JCQ regulations for examinations
- Responsibility for the school's examinations' budget
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others

General

- Operate relevant in house and on-line ICT systems for examinations and student data
- Process student timetable changes in SIMS
- Preparation, production and submission of Census
- Input/preparation/analysis/transfer of data as requested
- Day to day administration of SIMS including user maintenance, fault reporting, backups & the review of upgrades
- To undertake any other duties appropriate to the nature and grade of the post

This is an illustrative list of responsibilities and is neither exclusive of exhaustive. Duties may be added or removed as part of future staffing review processes