



**ST MARY'S
COLLEGE**

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JOB DESCRIPTION & PERSON SPECIFICATION

SECTION: Data
Examinations and
Curriculum Team

GRADE: Grade 3

Working Time: Term time plus 10

JOB TITLE: Data
Examinations and
Curriculum Assistant
(DEC Assistant)

DATE PREPARED: Sept 2020
EVALUATED: October 2020

JOB HOLDER:

REPORTING TO: Exams Officer

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

PURPOSE: To provide administrative support to the Data Examinations and Curriculum (DEC) Team with the production of data, data analysis, census returns, exams arrangements and exam administration and cover arrangements. The post holder will work closely with both the Exams Officer and Data Manager but will be line managed by the exams officer within the staff structure.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2.	To use the Management Information System (SIMS) to support the function of the DEC team, including ensuring the information held in the system is accurate and up to date.
3.	To assist the exams officer in the administration of both internally and externally set examinations.
4.	To assist the exams officer with the organisation of the set-up of the examination rooms, classroom changes to accommodate exams and timetable changes, to include starting and finishing exams as required. Ensure the health and safety of students and staff in the examination rooms.

5.	To use Microsoft Office packages to support the Data Manager in the production of data analysis, statistical information and student reports that are accurate and fit for purpose.
6.	To assist the cover manager in the organisation of daily cover.
7.	To assist the cover manager in the organisation of cover for pre-arranged events/interventions.
8.	The post holder must be prepared to work additional hours, above the contracted hours, at the busy times during the year. The additional hours worked will generally be taken as time off in lieu during the less busy periods during the year. In addition the post holder must work on the two examination result days in August each year as well as the day before and day after.
9.	The post holder will occasionally be required to invigilate in the examinations.
10.	The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Mary's College, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's H&S policy

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff: None
2. Responsibility for Customers/Clients:
Provide operational services to staff, students and invigilators.
3. Responsibility for Budgets: None
4. Responsibility for Physical Resources: Responsible for equipment such as photocopiers, telephones, office computers.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within the school

Team member of the Data, Examinations and Curriculum Team. Collaborative work with colleagues across the whole school in respect of data management, examinations and curriculum.

2. With Any Other Areas

Occasional contact with officers at the LA in connection with administrative issues.

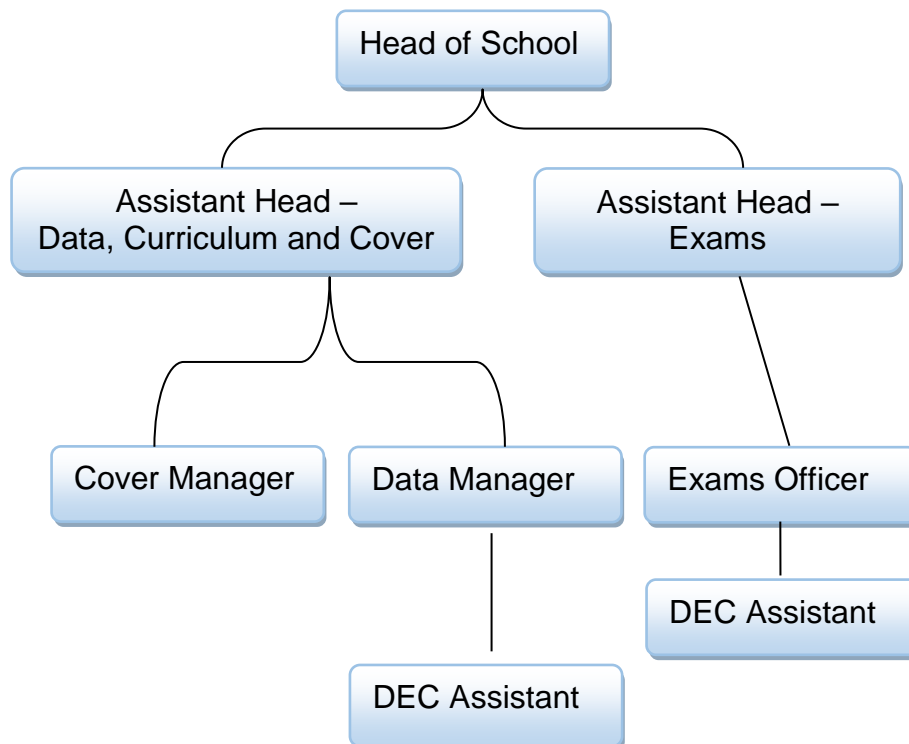
3. With External Bodies to the School

Parents

Visitors

Invigilators

ORGANISATION CHART:



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	√					N/A	
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	√					N/A	
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	√						

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</p>		Essential	Desirable	How identified
		1. Qualifications:		
	2 GCSE's at grade C or above in English & Maths or equivalent	√		AF / I
	A levels or equivalent		√	AF / I
2. Relevant Experience:				
	Experience working with families and young people		√	AF / I
	Experience of working in an administrative capacity		√	AF / I
	Experience of working on student examinations systems		√	AF / I
3. Skills (including thinking challenge/mental demands):				
	Motivation to work with children and young people	√		AF / I
	Ability to form and maintain appropriate relationships and personal boundaries with children	√		AF / I
	Ability to efficiently and effectively use ICT and keyboard skills	√		AF / I
	Prioritising skills	√		AF / I
	Ability to Communicate clearly	√		AF / I
	Ability to write clearly and accurately	√		AF / I
				AF / I
4. Knowledge:				
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		AF / I
	Knowledge of a variety of administrative procedures	√		AF / I
	Good ICT knowledge – Word, Excel, e-mail	√		AF / I
	Ability to use initiative	√		AF / I
	Knowledge of the requirement of confidentiality when dealing with issues in connections to pupils, parents and staff	√		AF / I
	Experience of working with SIMS (Management information system)		√	
5. Interpersonal/Communication Skills:				
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	√		AF / I
	Written Skills			
	Excellent written skills are required.	√		AF / I
6. Verbal				
	Excellent communication skills. Good interpersonal skills with staff, students and invigilators	√		AF / I

PERSON SPECIFICATION		Tick relevant column	List code/s*	
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The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Competencies:			
	The competencies listed below are all essential requirements for working at school in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form.			
	Creates, communicates and contributes to the delivery of the vision for the future of St Mary's College		N/A	
	Strives for excellence; continually looking for ways to improve your own performance and that of the school		N/A	
	Gathering and analysing information to ensure that decisions are robust and based on thorough analysis.		N/A	
	Planning and managing workloads; prioritising activities and ensuring the resources are in place to achieve a successful outcome.		N/A	
	Communicating openly and honestly; taking time to listen to the needs of others and shaping your message to best convey your position.		N/A	
	Building and maintaining strong working relationships to help the school deliver a better service to its students		N/A	
	Are committed to developing your own skills, knowledge and competencies and supporting others in doing the same		N/A	
8.	Additional Requirements:			
	None		N/A	
			N/A	
			N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau (if ticked as an essential requirement).	√		CRB Disclosure
	If the postholder requires a CRB disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF (after short listing)
	If the postholder does not require a CRB disclosure the candidate is required to declare unspent convictions only.	√		AF (after short listing)

