

JOB DESCRIPTION

Post title:	Data and Examinations Officer
Academy:	Academy 360
Reporting to:	Secondary Principal
Salary/Pay range:	Actual salary for TTO + 2 weeks £23,800/£26,000 (FTE)
Hours of work:	Full Time-37 hours per week

Purpose of Job

To provide an administrative service to focus on data processing and management.

Main Duties and Responsibilities

- Managing and maintaining the Management Information System (SIMS)
- Data input, processing and presentation
- Preparing statutory data returns
- Managing data for pupil admission
- Ensuring that pupil data is maintained
- Managing the Single Central Register (Data)
- Organising internal and external examinations

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required