



## **MIS Data and Exams Administrator**

**City of Derby Academy**

**Permanent**

**37 hours per week, 42 weeks per annum**

**Scale 4 Pro Rata £22,601 - £24,169 (FTE £24,294 - £25,979)**

QEGSMAT are seeking to appoint an enthusiastic MIS Data and Exams Administrator to join our hardworking and high achieving team at City of Derby Academy.

We are seeking to appoint a successful, enthusiastic and dynamic professional who is a highly motivated, well-qualified specialist with an innovative and supportive approach to teaching and learning.

We serve a very diverse community with over 30 home languages. The school's vision is "improving the life chances of all students". Moreover, we continually strive to develop our students' character through our core values of Respectful, Responsible and Ready to Achieve, which underpin everything we do, every day.

Our most recent Ofsted inspection (March 2024) recognised our strengths and sustained journey of improvement, our caring ethos, and the strong relationships that exist between our respectful, polite and loyal students and our staff (who overwhelmingly enjoy working at CODA and whose well-being and workload are prioritised by leaders).

City of Derby Academy is also a proud member of QEGSMAT. At QEGSMAT we believe and promote that an exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.

Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.

We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

QEGSMAT is a recognised Disability Confident employer.

All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.

All roles are subject to nationally agreed terms and conditions of service.

Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.

Family-friendly policies.

Access to Flu Vaccines.

Opportunity to work flexibly.

Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1074 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website <https://qegsmat.face-ed.co.uk/vacancies>

**Closing date for applications: Sunday 24th November 2024**

**Interview date: TBC**

**Salary: Scale 4 - FTE £22,601 - £24,169 (£24,294 - £25,979)**

**Potential Start date: TBC**



## **JOB DESCRIPTION**

**Post Title:** MIS Data and Exams Administrator

**Reporting to:** MIS Data and Exams Lead

**Scale:** Scale 4 – Pro Rata £22,601 - £24,169 (FTE £24,294 - £25,979)

**Disclosure Level:** Child Workforce - Enhanced, Childs Barred list

### **PURPOSE OF THE POST:**

#### **Purpose:**

- Maintain the academy's management information system (currently SIMs), ensuring accurate and up-to-date data is readily available as required
- Support in ensuring that the school's student progress data system (Go4Schools) is accurate and up to date and includes essential information for every student (including photographs, target and predicted grades, CAT and reading age scores and SEND data)
- Support with the generation of termly progress reports for students and parents
- Ensure that Go4Schools is accessible online to students and parents
- Manually enter data into the MIS and import and export data as required, ensuring accuracy of data
- Where required, support to complete and submit statutory returns, including the school census and school workforce census
- Assist with the formulation and scheduling of the academy's timetable by inputting data into the MIS
- Assist with any other reasonable data generation requests from colleagues e.g. reading data reports
- Support the effective and efficient administration of all examinations in accordance with JCQ regulations and awarding body requirements
- Assist with the organization of the invigilation timetabling and training of external invigilators
- Support with the overall operation of examinations and invigilation during examination periods
- Provide support to colleagues and students on results days and assist in the administration of exam paper and re-mark requests

**N.B. the successful candidate *must* be available to work during examination periods and the last two weeks of August and first three weeks in September.**

#### **Main Duties:**

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of and adherence to statutory safeguarding guidance
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities
- Carry out the duties of the post in compliance with the Trust's Equalities Policy
- Understand and comply with all other relevant academy policies
- Take an active part in appraising their own work against agreed priorities and targets in accordance with

the Trust's Appraisal Policy and professional development and supervision arrangements

- Undertake any necessary training associated with the duties of the post
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

## **METHODS OF WORKING**

### **The post holder must:**

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification - MIS Data and Exams Administrator

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>• GCSE Maths and English Grade C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Office skills/clerical and secretarial work</li> <li>• High level of ICT skills and experience of all Microsoft Office Suite applications</li> <li>• Coordinating and supervising staff</li> <li>• Maintaining high standards by adhering to regulations and timescales</li> <li>• Working quickly and accurately to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Exam invigilation</li> <li>• Managing exams</li> <li>• Working in a secondary school</li> <li>• Use of school management information systems</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent written and oral communication</li> <li>• IT literate – Excel and Word</li> <li>• Ability to lead and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Basic First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Knowledge		<ul style="list-style-type: none"> <li>• JCQ regulations</li> <li>• KS2 and KS4 assessment systems</li> <li>• GDPR regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Self-motivated</li> <li>• Ability to work under pressure and manage conflicting priorities, prioritise workload, maintain high standards, solve problems and meet deadlines</li> <li>• Ability to relate to students in a pleasant and professional manner</li> <li>• Ability to communicate effectively with a range of people including staff, pupils, parents, visitors and governors both written and verbally</li> <li>• A willingness to undertake further professional development and training.</li> <li>• Satisfactory Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to recognise potential child safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>