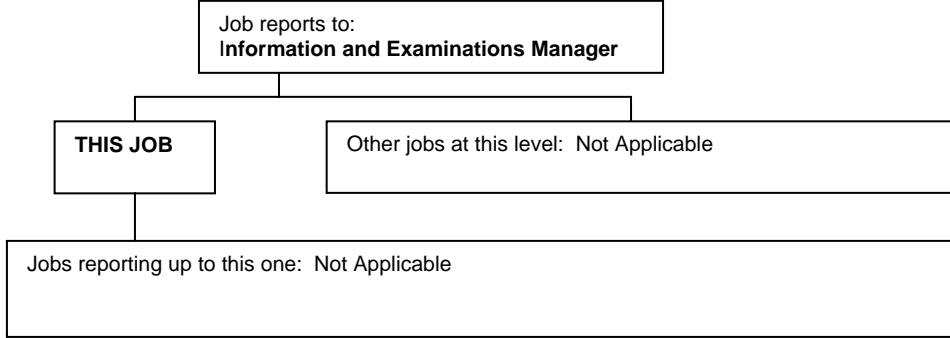


JOB DESCRIPTION	
DIRECTORATE: Childrens' Services	DEPARTMENT: Education
JOB TITLE Assistant to the Information and Examinations Manager – Millthorpe School	POST NUMBER:
REPORTS TO (Job Title): Information and Examinations Manager	Current Grade Full Time, Term time only with APT & C Scale 3 (£15,153 - £16,217) pro rata. Please note that the nature of this post necessitates a 7.45 am start. Subject to on-going Job Evaluation.
1.	<p>MAIN PURPOSE OF JOB</p> <p>To assist the Information and Examinations Manager in:</p> <ul style="list-style-type: none"> • allocating daily: teaching staff 2 x cover supervisors supply teaching staff (pool of 20+); • ensuring the effective administration of school examinations, both internal and external; • maintaining the school's pupil assessment and reporting system, producing pupil data and reports; • managing the daily cover arrangements under the direction of the Information and Examination Manager.
2.	<p>CORE RESPONSIBILITIES, TASKS & DUTIES</p> <p>i Support the Information and Examinations Manager in analysing and interpreting data. Set up appropriate templates and lists within Assessment Manager. Inform staff of data collection requirements throughout the year. Produce summary reports on examination performance and tracking information under the guidance of the Information and Examinations Manager. Undertake general administrative duties [e.g. linked to the school's Award system, tutor day appointments etc].</p>

8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands The job has a constant predictable workload with routine. Required to work to deadlines.</p> <p>Physical Demands This role is largely office bound but sometimes involves moving around the school premises.</p> <p>Working Conditions No unpleasant working conditions. Normal office environment.</p> <p>Work Context Often working alone but also required to liaise regularly throughout the working day with teaching staff, administrative staff and outside agencies.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder will have:</p> <p>Computer literacy, numeracy, typing/secretarial skills. Understanding of a number of routine administrative work procedures. Ability to provide accurate information. Ability to communicate effectively at all levels. Understanding of SEN and child protection issues. A pro-active record of CPD.</p>
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job reports to: Information and Examinations Manager] --- B[THIS JOB] A --- C[Other jobs at this level: Not Applicable] B --- D[Jobs reporting up to this one: Not Applicable] </pre>

Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			