

Mount Carmel

R.C. HIGH SCHOOL



Job Description

Job Title:	Examination, Data and SIMS Assistant
Reports to:	Assistant Headteacher for ARR
Grade:	Grade 6 (Scale point 11 – 19)
Working Pattern:	32 hours per week, term time + 5 days Monday to Thursday 8:30am – 3:30pm, Friday 8:30am – 3:00pm* <i>*Flexible working is a requirement at key points over the academic year. i.e. GCSE Exam season</i>

Main purpose of the Role

To work under the Examination, Data and SIMS Manager ensuring the smooth running of all examinations, controlled assessments, and vocational qualifications and assisting with the processing and distribution of pupil related data and maintenance of the School's Information Management System (SIMS) and SISRA. As the Examinations, Data and SIMS Assistant you will be responsible for helping to develop and maintain systems of assessment, recording, and reporting to support Teaching and Learning.

Main Duties and Responsibilities

MAIN DUTIES AND RESPONSIBILITIES

- To assist with the processing of all external and internal examination procedures to ensure the smooth running of all examinations, controlled assessments, and vocational qualifications.
- To assist with the processing and distribution of pupil related data and be responsible for developing and maintaining systems of assessment, recording and reporting.
- To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes.
- To work with the Examination, Data and SIMS Manager in the sharing of key examination and assessment data.
- To ensure the in-year admission of pupils takes place smoothly, following the school systems and processes including the testing of pupils, importing of CTF's and the generation of individual pupil timetables.

To complete any other responsible task under the grade as requested by the headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

September 2025

APPLICATION PROCESS

Posts that involve engaging in regulated activity relevant to children

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if they are included on one of the lists of those barred from working with children or are disqualified from working with children as part of a sentence.

Re-employment of Ex-Offenders.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 as amended in 2013 and 2020)

Please see the Recruitment Guidance pack on our website for further information:
www.mountcarmelhigh.co.uk

To apply for this post please complete an application form. Standalone CV's will not be accepted. Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

Job description, person specification and application form available from our website
www.mountcarmelhigh.co.uk.

Return completed application to vacancies@mountcarmelhigh.lancs.sch.uk

Safeguarding & Child Protection Policy

Please see the Recruitment Guidance pack on our website for further information:
www.mountcarmelhigh.co.uk

The policy is also located on our website:

<https://mountcarmelhigh.co.uk/information/policies>

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information:

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Child Protection Policy Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any

conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Important Information: Shortlisted Candidates

Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.