

Data, Exams and Admissions Assistant

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Company: Protocol Education

Location: Richmond

Category: other-general

Join Our Team as a Data, Exams, and Admissions Assistant at an Outstanding School in Richmond Upon Thames!

September 2024 start

Full Time

£450-£500 per week

Are you detail-oriented, organized, and passionate about supporting the smooth operation of school data management, exams administration, and admissions processes? Do you thrive in a fast-paced environment and enjoy working collaboratively with colleagues to ensure the success of students? If so, we have an exciting opportunity for you to join our outstanding school in Richmond Upon Thames as a Data, Exams, and Admissions Assistant starting in September, working through Protocol Education!

About Us: At our school, we are dedicated to providing a high-quality education and fostering an inclusive and supportive learning environment where every student can thrive. Our committed staff work tirelessly to ensure that students receive the support they need to succeed academically and reach their full potential.

Role Overview: As a Data, Exams, and Admissions Assistant, you will play a key role in supporting the efficient and effective management of school data, exams administration, and admissions processes. Working closely with the exams officer, admissions team, and other colleagues, you will be responsible for maintaining accurate records, coordinating exam logistics, and assisting with the admissions process to ensure a seamless experience for students, staff, and parents.

Key Responsibilities:

Maintain accurate and up-to-date student records, including attendance, assessments, and personal information, using the school's data management systems.

Assist with the coordination and administration of internal and external exams, including exam entry, timetabling, invigilation arrangements, and results processing.

Provide administrative support for admissions procedures, including processing applications, coordinating interviews and assessments, and communicating with prospective students and parents.

Prepare and distribute exam-related documentation, including exam timetables, candidate instructions, and results reports, ensuring compliance with exam board regulations and guidelines.

Liaise with exam boards, external agencies, and stakeholders to ensure the smooth running of exams and adherence to regulatory requirements.

Support the exams officer and admissions team with additional administrative tasks and projects as required.

Requirements:

Previous experience in a similar administrative role within a school or educational setting, with knowledge of data management, exams administration, and admissions processes.

Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines effectively in a fast-paced environment.

Strong IT skills, including proficiency in Microsoft Office applications and experience using school management information systems (MIS) or similar databases.

Excellent communication and interpersonal skills, with the ability to liaise confidently with students, parents, staff, and external stakeholders.

A proactive and flexible approach to work, with the ability to work independently and as part of a team to achieve shared goals and objectives.

Benefits:

Competitive pay rates and opportunities for professional development and career progression.

Supportive and collaborative working environment within an outstanding school community.

Opportunity to contribute to the success and well-being of students through the efficient management of data, exams, and admissions processes.

Access to resources, training, and ongoing support through Protocol Education, a leading education recruitment agency.

If you are a highly motivated and organized individual with a passion for supporting the success of students through effective data management, exams administration, and admissions processes, we would love to hear from you! Apply now through Protocol Education to start your journey with us in September and play a vital role in the continued success of our outstanding school in Richmond Upon Thames!

All applicants will require the appropriate qualifications and training for this role. Please see the FAQs on the Protocol Education website for further details.

All pay rates quoted will be inclusive of 12.07% statutory holiday pay. This advert is for a temporary position. In some cases, the option to make this role permanent may become available at a later date.

Protocol Education is committed to safeguarding and promoting the welfare of children. We undertake safeguarding checks on all workers in accordance with the DfE statutory guidance 'Keeping Children Safe in Education', this may also include an online search as part of our due diligence on shortlisted applicants.

We offer FREE online safeguarding and Prevent Duty training to all our workers. All candidates must undertake or have undertaken a valid enhanced Disclosure and Barring Service (DBS) check and subscribe to the DBS Update Service.

Full assistance provided. For details of our privacy policy, please see visit the Protocol

Education website.

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