

Date: August 2026

Debenham High School

JOB DESCRIPTION

Job title: Examinations and Reporting Assistant

Grade: Grade 3 £25,185 - £25,989 pro rata

Hours: 15 hrs / 40 weeks

Line Manager: Examinations Officer

Job Purpose

Supporting the Examinations officer in administration of external examinations, preparation of student reports and collection, analysis and reporting of pupil assessment data.

Organisational relationships

- Directly responsible to the Examinations officer
- Close working relationship and liaison with the Assistant Headteacher (Curriculum)

MAIN TASKS AND RESPONSIBILITIES

1. Manipulate pupil assessment data to produce reports which present data in a standard format which is easily understood by users.
2. Transfer student attainment data from Arbor into 4Matrix
3. Analyse external examination results as directed by the Assistant Headteacher (Curriculum), in accordance with the school's published timetable and deadlines.
4. Manipulate data relating to pupils' examination results to produce reports which present information in a standard format which is easily understood by users.
5. Set up and monitor Arbor mark sheets to enable efficient and timely data collection in liaison with the Examinations officer
6. Work with the Examinations Officer to produce interim and annual reports for pupils.
7. Prepare reports for use by teaching staff and the school's Senior Leadership Team on current progress of pupils, in accordance with the school's published timetable.
8. Download / collect KS2 data
9. Assign pupil ULNs on entry to the school
10. Assist the Examinations officer in the administration of external examinations as requested

General

1. Undertake any other reasonable tasks as requested by the Headteacher which are commensurate with duties at this level.

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Debenham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointed person will be required to undergo an enhanced DBS clearance check.

Debenham High School Mission Statement

To provide a top quality education for pupils of all abilities in a caring, challenging, supportive and attractive environment in which all members of the community are valued and where Christian moral values are encouraged.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	- Competence in the use of Microsoft Word and Excel packages and a range of database software. - Demonstrable experience in a range of office/financial procedures.	- Experience of working with staff with a range of IT abilities and literacy. - Knowledge of other computer systems e.g. MS Office products. - Knowledge of Arbor and 4Matrix
Literacy and numeracy	- Excellent attention to detail. - Literacy needed for maintaining records and producing a range of correspondence.	
Organisational		- Knowledge of basic health and safety and responsibilities. - Good understanding of school structure.
Knowledge & use of equipment	Ability to use/operate general office equipment, including reprographic, binding, audio typing or work-processing etc.	- Knowledge of audiovisual equipment where appropriate. - Knowledge of school establishment's computerised systems, may include specialised software, e.g. Arbor and 4Matrix
Any other (incl. Political)		Broad understanding of Government initiatives and their impact on the school.

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Mental Skills:		
Research	• Prepare assessment information for line manager/Area/Headquarters.	
Problem solving	• Identify variations from accepted patterns or missing documentation or other unusual aspects and refer them to line manager.	
Planning ahead	• Ensure routine and non-routine reports are produced on time.	
Interpersonal & Communications Skills:		
Training and / or presentation skills	• May assist/contribute to induction training for new administrative/finance staff.	
Advising / guiding skills	• Provide advice and guidance to administrative/finance staff on range of IT issues, • May be required to informally advise teaching staff on interpretation of data.	
Verbal and written communications skills (including use of languages)	• Make and receive telephone calls, answer queries or refer to line manager as required. • Maintain a range of records, e.g. pupil records, some of which may be confidential.	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Physical skills:		
Keyboard skills / use of mouse	Keyboard and mouse skills are required to undertake a range of tasks, such as the production of reports, routine and non-routine correspondence etc.	Ability to use school admin/finance systems with precision.
Other attributes:		
Level of autonomy	- The post holder will be expected to make day-to-day decisions about own workload and the workload of administrative/finance staff, where appropriate. - May include semi-routine tasks requiring some initiative. - The work is covered by guidelines and procedures.	