

**DATA & EXAMINATIONS MANAGER**

**JOB DESCRIPTION**

**Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.**

**NAME:**

**Job title:** Data & Examinations Manager

**Responsible to:** Deputy Headteacher (Data and Systems)

**Responsible for:**  Relevant administrator

**Pay Scale:**  Grade 5

**Hours:** 36.5 hours per week, Full year

**Holiday entitlement:** Paid holiday entitlement of12 statutory days plus 25 days annual leave (to be taken during school holiday periods)

**N.B. There will be a requirement to be present during GCSE results week each year.**

**Job Purpose:**

* To manage the Academy's data management systems and to oversee the preparation of accurate and timely data analysis reports for the Academy's stakeholders.
* To be responsible for the administration and organisation of all aspects of external and internal examinations.
* To oversee the scheduling of the Academy timetable to ensure it is always up-to-date and accurate.
* To oversee day to day timetable changes (scheduling and rooming).
* To ensure the school meets the statutory requirements as an examinations centre.

**Responsibilities:**

1. **Data**

* To ensure all required student information is gathered and entered into the relevant systems including SIMS, but not limited to, attendance, assessment records, admissions and leavers, students’ progress, targets, exam results and timetables.
* To have responsibility for ensuring that teaching colleagues have access to all data necessary to assist in raising progress levels of all students.
* To oversee and ensure the production of clear, accurate, appropriate and timely data and reports to meet the needs of the Academy.
* To ensure that the Academy is maximising the use of its data systems to support its day to day running.
* To oversee the Academy's periodic student reporting procedures.
* To continuously seek to develop understanding and working knowledge of MIS and all other data management systems adopted by the Academy.
* To oversee the development of effective and efficient processes and systems for harvesting, analysing and deploying data.
* To ensure all data protection principles including new GDPR requirements and laws are in place and ensure compliance and safety of all data held.
* To be responsible for ensuring all data input regarding collection, statistical returns in relation to student progress, attendance, census, examinations, assessment, ‘pupil premium’.
* To ensure all reporting returns to external organisations including all statutory returns are accurate and submitted on time.
* To provide support and training for staff on issues relating to the MIS and to data.

1. **Exams**

* To arrange exams accommodation, create exam and invigilation timetables, prepare seating plans, resolve any clashes that arise and make appropriate provisions for students.
* To coordinate and submit accurate entries in line with procedures, regulations and deadlines.
* To disseminate information about examinations to staff, students and parents, and to respond to any complaints or queries that may arise.
* To distribute and disseminate any communication from exam boards.
* To organise the recording, issuing and storage of examination certificates.
* To thoroughly check all exam papers and materials upon receipt, notifying exam boards of any errors.
* To ensure the strict security of examination papers.
* To assist in the administration and applications for Special Arrangements and Special
* Considerations.
* To brief students on examination procedures and conduct and to produce guidelines for staff and students.
* To organise the completion of examination registers.
* To ensure that all coursework, controlled assessments and relevant forms are sent off according to deadlines.
* To oversee moderator visits.
* To be present as required during the examination results period to assist in the distribution of results and production of statistics.
* To oversee the checking and distribution of exam certificates.
* To deal with queries related to appeals, reviews of marking and other exam related issues.
* To regularly review internal and external exam procedures.
* To assist in the invigilation requirements for exams, including the supervision, training and allocation of new and existing invigilation staff.
* To ensure knowledge of the necessary policies, procedures, rules and regulation laid down by the exam bodies is up to date.
* To organise all internal and external (exam board, GL assessments etc.) examinations.

**3. Other**

* To undertake training and development relevant to the post and in line with the Academy's priorities.

1. **Line Management Responsibility:**

* Admin support will be available and tasks will need to be directed and controlled accordingly.

1. **General:**

* This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out.
* To supervise and monitor learners’ behaviour and conduct both within and outside lessons as part of the school duty of care, pastoral and welfare support.
* A job description can never be fully descriptive. It is school policy that in the interests of continued professional development senior staff roles and responsibilities are reviewed and subject to change on a regular basis. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
* To uphold the school’s Safeguarding and Child Protection policies at all times.
* To uphold the school’s Equal Opportunities policy at all times.
* To perform any other duties commensurate with the role as required by the Headteacher.
* This allocation of duties is subject to regular review.

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.**

Job description issued on: …………………………………………………………………….……………………

Signature of Headteacher: …………………………………………………………………………………………

Copy received by: ………………………………………………………………………..………………………..

Date: ……………………………………………………………………………………………………………….