

1.5 Data and Examinations Manager

Post Title	Data and Examinations Manager
Reporting to	Vice Principal
Responsibility Level	Band E
Job Purpose	<p>To be responsible for the management of the data and exams, ensuring that statutory and legal requirements are met.</p> <p>Exam procedures are effective and meet the expected standards.</p> <p>To have overall responsibility for ensuring that the Academy's Management Information System (SIMS) is maintained to ensure accuracy, integrity, and timeliness in relation to data collection, analysis, examinations, reporting and timetabling.</p> <p>To maintain accurate and up to date data on SIMS and Go4Schools.</p>
Main Duties	<p>To manage on a day to day basis all processes related to the management and reporting of student data.</p> <p>To manage the production of data reports in line with data tracking procedures and the Academy calendar in order to support the curriculum and pastoral data processes.</p> <p>Formulate and design data procedures to ensure objectives are being met.</p> <p>To have oversight of ensuring that the correct procedures regarding admissions are followed, to include: creating pre-admission groups and importing new students, and assigning new students to the correct groups on SIMS.</p> <p>To be responsible for the management of all School Census returns (including Post 16 and School workforce) and all other external/internal data analysis produced as required.</p> <p>To produce appropriate reports to support the working practices of the Academy including:</p> <ol style="list-style-type: none"> regular reports to show the number of students on roll and the profile of each year group including individual groups generating other SIMS/Go for Schools based reports relevant to the post as requested producing accurate interim and annual reports to parents producing qualification results analysis reports for various stakeholders interpret data and support the Academy Leadership Team in producing data reports for Governors and other stakeholders <p>To ensure that all KS2 results are entered and missing data is tracked down.</p> <p>To work with staff in key processes, including the setting of target Grades for all students based on prior attainment and the use of data analysis tools.</p> <p>Provide an efficient and effective Exams provision.</p> <p>Maintenance of the school MIS system through the setting up of staff accounts and access rights.</p> <p>To manage all aspects of SIMS, ensuring efficient and consistent linkage between modules and with other software, as well as preparation for the start of each academic year.</p> <p>To manage teaching group lists.</p> <p>Liaise with ALT to complete the annual Academy timetabling exercise and update as necessary throughout the year.</p> <p>Liaise with the ALT members responsible for: the timetable, Pastoral Leaders and Curriculum Leaders to create class lists for the coming academic year.</p>
Specific Duties	<p>To complete all administrative tasks associated with exams.</p> <p>To organise and co-ordinate exam invigilation.</p> <p>Ensure results data from Exams is stored in a useable manner in the SIMS assessment modules.</p>

	<p>Collation and production of examination timetables for both internal and external examinations, including calendar, venue and invigilation.</p> <p>Administration of all external examination entries, including the collection of predicted grades and data input.</p> <p>Tracking and input of external coursework grades and transmission.</p> <p>Preparation and collation of examination papers before and after examinations.</p> <p>Be responsible for receipt of papers, storage, ensuring relevant papers are prepared, checking parcelling and posting to Examination Boards.</p> <p>To be responsible for the production of the census return and any other statutory returns as required.</p> <p>Collate, produce and distribute Academy data to all appropriate stakeholders.</p> <p>Monitor, communicate and apply standards created and maintained by external bodies, and integrate them within internal quality management systems.</p> <p>Establish and implement necessary communication strategy for the improvement and awareness of data and exams quality issues across all Schools.</p> <p>Report to senior leaders as necessary on changes in standards (internally and externally initiated) and on performance against standards.</p> <p>Contribute to Academy procedures and strategy.</p> <p>The production and printing of student reports.</p> <p>Creation of student log-ins/permissions and provisioning on SIMS.</p> <p>Develop and maintain systems to establish standards relating to data activities and products.</p> <p>Develop and maintain systems to measure performance against established standards for data and exams.</p> <p>Ensure that all processes for exams are dealt with effectively and efficiently.</p> <p>Be present at the start and finish of all examinations.</p> <p>Provide support on external examination result days with all tasks, in particular downloading of results and dissemination of information to both students and staff.</p> <p>To be responsible for liaison with the Examination Boards, in particular the distribution of communications and external post.</p> <p>Liaise with the SENCO in the completion and administration of access arrangements for all external and internal examinations.</p> <p>Provide analysis of all external and internal exam results for all stakeholders.</p> <p>To attend regular CPD opportunities to ensure own knowledge is sufficient to meet the needs of the roles.</p> <p>Provide advice and guidance to staff on information management and data capabilities and contribute to whole academy training.</p> <p>To carry out any other reasonable duties as directed by the Principal or Vice Principal.</p>
Qualifications and Key Skills	<p>Detailed knowledge of Excel</p> <p>Data analysis and evaluation skills</p> <p>Ability to work accurately to tight deadlines</p> <p>To work in line with the fluency duty</p>