

**Data Manager/Examinations Officer**

**Job Description**

The Blyth Academy are seeking to appoint an experienced and skilled Data Manager/Examinations Officer to join our committed and innovative team of staff.

During the first year, the successful candidate will focus on ensuring all aspects of the data manger’s role are secure, efficient and providing regular and robust pastoral and academic information to key stakeholders. Following this and during the second year of the post, there will be the opportunity to develop the role to encompass responsibility for all aspects of examinations at both Key Stage 4 and 5.

**Purpose**:

To manage and develop the School Information Management System, be responsible for the development of timetables, curriculum and assessment systems along with information reporting to key stakeholders.

To organise effective use of cover supervisors, use of supply and the linked budgets where appropriate.

**Reporting to**: Vice Principal Progress and Achievement

**Liaising with**: Administration staff, examinations officer, Heads of School, Heads of Faculty, Senior leadership team, Principal and Governors

**Working time**: 37 hours per week full time

**Salary**: Band 7 Pt 30 – 34 (£26,822 - £30,153)

**Disclosure level**: Enhanced

**Contract term**: Permanent

**Start date**: Immediately (negotiable if needed)

**Main Duties**:

***Year 1:***

**School Information Management Information System (SIMS)**

* Manage SIMS system permissions, including issuing passwords and ensuring all staff have correct access to SIMS
* Manage SIMS in relation to storage and collection of assessment data
* Coordinate and submit the termly School Census and other government statistical returns, including associated data quality
* Coordinate and submit the annual School Workforce Return, including associated analysis and data quality validation
* Responsibility for the development and support of the Common Transfer File (CTF) system for admission / leavers to provide consistency of data from school to school
* Create and publish ad-hoc SIMS.net reports and templates for staff across the academy
* Manage the processes associated with data quality to ensure validity of information held in SIMS
* Manage the creation and maintenance of the academic year in SIMS, including Year-End system procedures
* Provide support to the Administration team in the use of SIMS, including delivering training and support
* Prepare and publish SIMS user guides
* Coordinate the timely availability and reporting of student assessment and performance data from SIMS
* Use the data from SIMS to produce bespoke reports in Excel
* Assist and provide support in the training of staff in the use of assessment and performance data
* Coordinate the use of RAISEOnline and Fischer Family Trust (FFT) to inform academy data processes
* Manage the Department for Education ‘Secure Access’ academy portal, including School to School, COLLECT and Key to Success systems
* Undertake the annual DfE Performance Tables validation checking exercise online
* To be the named officer for Data Protection and ensure compliance with data protection laws and safeguarding procedures
* Plan and deliver appropriate training to staff in the use of the MIS system

**Curriculum and Assessment**

* Support the Deputy Principal (Curriculum and Assessment) in managing and developing the assessment and performance data provision across the academy
* Coordinate the administration of the annual curriculum options process for Key Stage 4 and 5, ensuring allocations are in accordance with academy plans
* Coordinate the administration of the annual class setting of all students across the academy, using assessment and testing data to inform judgements
* Coordinate the administration of the annual target setting process across the academy, ensuring target setting methodology is appropriate
* Provide support and advice relating to the electronic transfer of student information and data for planned Primary School transition
* Work in partnership with the Principal and other Senior Leaders to analyse and evaluate academy assessment data
* Research and evaluate the application of new technologies, software and processes to develop data across the academy
* Provide targeted support and training to Middle Leaders (Curriculum and Pastoral) and other staff in the use of assessment data

**Information Reporting**

* Establish, maintain and develop student progress and tracking systems
* Create and submit termly and ad-hoc assessment and performance data to Northern Education Trust (NET)
* Undertake regular and ad-hoc reporting relating to academy assessment and performance data to provide professional reports
* Oversee the production of half-termly student progress reports for parents / carers
* Manage the administration and development of SISRA as the whole academy assessment reporting system
* Create and develop information reports related to Pastoral Care, including attendance and behaviour
* Download, analyse and report on GCSE and ‘A’ level exam results before, on and after results days in August. Reporting to SLT, LA and NET

**Examinations Support (during Year 1 of appointment)**

* Support the Examinations Officer with running an effective and efficient examinations system across the academy
* Assist the Examinations Officer with entries and administrative procedures (mainly support on Examination Result Days)
* Responsible for the detailed analysis and review of Key Stage 4 and 5 examination results, including information reporting and benchmarking

**Timetable**

* Ensure and manage the smooth transition of student data from one academic year to the next with all sections of SIMS
* Set up and maintain student timetable allocations, including: Band / Class Sets, Registration Groups and Courses
* Update and apply periodic and casual changes to the whole academy timetable using Nova T6, including course, teacher and room allocations.
* Develop the school roll forecasting and benchmarking to support the planning of curriculum and timetable
* Maintain the whole academy electronic calendar in conjunction with the Vice Principal Progress and Achievement
* Organisation and construction of the academy timetable
* Produce the academy’s annual timetable under the direction of the Vice Principal and in conjunction with the Senior Leadership Team and Heads of Faculty
* Co-ordinate, collate and schedule student information in the construction of the timetable
* Produce the academy’s annual staff and room timetables under the direction of members of the Senior Leadership Team
* Coach others to enhance their skill level and share best practice in the use of Nova T6 and SIMS when required
* Attend relevant achievement, leadership and governor meetings where applicable

**Cover Management**

* Provide weekly notification of impending cover of absent staff
* Manage and coordinate the daily academy operational cover plan for absent staff, informing the Senior Leadership Team daily
* Oversee and plan the day to day schedule of the Cover Supervisor team, ensuring efficient deployment of staff at all times
* Source, assign and monitor external Agency Workers, for both day to day needs as well as long term assignments
* Record and monitor the cost relating to cover for inclusion in the school budget, ensuring best-value at all times
* Ensure that all information is passed to the Finance team to ensure that viable claims made promptly and accurately via the external teacher cover insurance scheme
* For all Agency Workers, ensure that accurate DBS vetting clearance information is received from the Recruitment Agency and referred to the Principal’s PA.

**Raising Achievement**

* Responsible for administering and supporting the Raising Achievement monitoring programme across all year groups within the academy
* Undertake administrative tasks relating to data and performance to support Senior and Middle Leaders with the identification of target students for intervention
* Responsible for administering the Raising Achievement programme meetings, including minute taking and report writing

**Organisation**:

* Manage allocated SIS
* Represent the staff at relevant meetings

***Year 2 (inclusive of Year 1):***

**Organisation**

* Liaise with Heads of Faculty and/or other members of staff to ensure that correct entries are made for all examinations including booking of online systems
* Issue and enforce exam rules of conduct to all students and staff
* Create external and internal examination timetables as soon as is practicable in order to determine issues related to invigilation, study leave and general Academy planning
* Prepare, organise and ensure supervision of these examinations in accordance with the exam regulations laid down by all the examination boards
* Ensure all necessary certification is dealt with in the timescales set by the boards and implemented by the Academy
* Ensure that the Principal, Vice Principals, Heads of Faculty are fully updated on all dates, changes in examination procedures, entries and results
* Check all examination fees and charges from each examination board and prepare an annual budget of exam costs
* Lead, supervise and monitor staff according to need to meet varying deadlines and competing priorities
* Contribute to the development of strategic business support systems and processes

**Administration**

* Ensure all entries are correct and agreed by both students and staff
* Issue students with examination entry slips and making any necessary corrections
* Supply all the necessary stationery and materials related to the smooth running of the examination system
* Lead on all special considerations and any other requirements related to the smooth running of the examination system
* Annual allocation of valid and accurate QAN (post 16 learning aims) codes to 6th form courses and teaching groups. Update these codes within the MIS system each academic year.
* Attend GCSE and AS/A2 result days, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents
* Check statistical data related to all entries and the analysis of results
* Liaise with Vice Principal in regard to 6th form results, cash in and retakes
* Prepare and check student examination fees for each examination period
* **Resources**
* Recruit and maintain an appropriately trained pool of invigilators, ensuring that regular training updates are delivered in accordance with JQC regulations.
* Provide invigilation arrangements for each examination series
* Maintain an accurate understanding of examination requirements, including the development of appropriate computer systems that meet the needs of the public examination system
* Operate relevant equipment and complex ICT packages e.g. Exams Organiser module in SIMS
* Manage the rooming, timetable, seating plans , documentation – including procedures and conduct and the daily running for all internal and public examinations
* Provide advice and guidance to staff, pupils and others
* Undertake research and provide information to inform decisions

**Responsibilities**

* Comply with policies and procedures relating to child protection, health, safety and security,
* Confidentiality and data protection, reporting all concerns to an appropriate person
* Aware of and support difference and ensure equal opportunities for all
* Contribute to the development and implementation of the overall ethos/work/aims of the Academy
* Develop constructive relationships and communicate with other agencies/professionals
* Participate in training and other learning activities and appraisal as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Act as a form tutor alongside other colleagues
* Provide first aid support as part of the Academy’s support rota where necessary
* Undertake other duties and responsibilities as required commensurate with the grade of the post

In return, as part of the Northern Education Trust, we offer the opportunity to work with colleagues in other NET schools as part of a network to drive improvements in all academies.

The Governors and Principal are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.

This job description is not prescriptive and may be changed, in consultation with the post holder, to meet the changing needs of the Academy.

For further information please download an application pack from the website [www.theblythacademy.org](http://www.theblythacademy.org) Alternatively you can contact Mrs Jill Jackson, PA to the Principal jjackson@theblythacademy.org or on 01670 798100. Please note, completed applications must be returned to Mrs Jill Jackson by email or post to The Blyth Academy, Chase Farm Drive, Blyth, Northumberland, NE24 4JP.

For an informal discussion about the nature of the role, please contact the Principal, Miss Sarah Ramsden via the details above.

**The closing date for applications is Friday 23rd June 2017**

**Interviews will take place week beginning Monday 26th June 2017**