



Tudor Grange Academies Trust

Examinations Officer and Data Manager
Job Description
Grade 6
Points 26 - 28

Core Purpose

- To administer all Academy examinations – both internal and external
- Provision of clear, concise and accurate information to support the Leadership Team in raising standards of student performance.
- Efficient and effective organisation of the school's assessment, reporting and tracking systems

Specific tasks

- To be responsible for the administration and organisation (including timetabling, invigilation and submission) of all aspects of internal and external examinations in accordance with regulations, procedures and deadlines laid down by the awarding bodies.
- To provide college leaders and curriculum leaders with an analysis of examination performance at KS3 and KS4
- To implement a system to monitor and record controlled assessment
- External invigilators – maintain bank of invigilators to include training and monitoring of Code of Practice

Data Management

- Oversee the data collection for student tracking including student attainment, attendance and behavior data
- Co-ordination of the production of student progress reports and annual student reports
- Produce data analysis for subject and Academy leaders, enabling meaningful analysis of information that can be used to impact student achievement in the classroom.
- Provide timely data as requested by managers, teachers and other key staff in the school to accurately evaluate performance, set targets and monitor the impact of planned changes
- Preparation of results analysis following release of A-Level and GCSE results during August
- Responsible for the administration of the Academy census
- Support the Executive Data Manager in ensuring the school's commitments for the reporting of data to Trust, Department for Education and other agencies are met and that data transferred is accurate and reliable
- Work with FSM coordinator and Executive Catering Manager to ensure ParentPay database is maintained.
- Work with Support Staff involved with data on a daily basis to ensure efficient systems, solve problems and arrange training as appropriate.

MIS

- Ensuring data systems are maintained
- Maximise the functionality of the Academy's MIS to ensure the easy capture of data and so to reduce workload
- Maintaining MIS records of current students, including addition of new students and removal of leavers, import and export of CTFs between Academy MIS and S2S national portal.
- Administration of the Parent and Student Portals
- Manage the end of year process, including promotion of existing students, removal of leavers and addition of new students

Timetable

- Update and apply changes to the timetable
- Prepare a new academic calendar within the MIS
- Responsible for coordinating set lists with department leaders, and ensuring the MIS is correct

Additional responsibilities

- To be the named officer for Data Protection, ensuring compliance with data protection laws
- To prepare responses to Freedom of Information requests
- During academy holidays, assist with extra duties such as answering main phone line and distributing post

Generic responsibilities

- To undertake any responsible duties as requested by the Principal and or College leaders
- A positive attitude and commitment to continuous improvement
- A positive commitment to team working and participation
- Excellent communication skills

Line Manager:

Principal or College Leader