**JOB DESCRIPTION**

**JOB TITLE:** Data & Examinations Manager

**SALARY:** Academy role: £21,962-24,174

**LOCATION:** Based in The Parker E-ACT Academy within the Daventry region but with travel to all academies within your region as required.

**REPORTING TO:**  Head Teacher

**CONTRACT:** Full time

**Role Purpose:**

* The creation and maintenance of the internal and external examination timetable within the defined resource parameters; examination data input, student overviews output, to ensure correct subject entry and tier entry.
* Effectively plan and implement the Academy’s exam process to include seating plans rooming and provision of exam papers and protocols ensuring sufficient staffing is resourced.
* Maintain and manage the student database to produce statistical and management performance information for the Leadership Group.
* Oversee the collection and handling of student’s assessment data, producing reports and analysis of data for internal and external uses.

**Key responsibilities:**

**Data**

Create and produce the internal and external statistical reports as defined by the Leadership Group, Heads of Faculty and Heads of Progress. To assist in the production of exams result and mock examination analysis.

Input and manage the student report data in SIMS to ensure the accuracy and production of predicted and targeted grades, liaising with Leadership Team, Heads of Faculty or Heads of Progress where necessary.

To ensure that staff have the appropriate information and skills to record assessment data accurately. Document and maintain user instructions and manuals to a professional standard for all current procedures. Keep up to date on current national developments regarding assessment and reporting.

To manage the transfer of data and information between the school databases and other legitimate agencies ensuring security and effective integration of information at all times. Develop and maintain data protocols, manage historic archiving, ensure QAN codes provide reliable return information for the census returns.

Maintaining the integrity and accuracy of the Academy Management Information System through making ad hoc changes to student records and supporting the users within the Academy.

To ensure that internal and external reports are issued on time and are quality checked for accuracy of data etc.

**Exams**

Ensure that students are entered correctly for external exams and manage all aspects of ensuring that exams are run in accordance with the requirements of Examination Boards. Start and supervise exams in conjunction with Cover and Timetable Manager.

Process and prepare the examination results including the results notifications for students and analysis for the Senior Leadership Team.

To provide data and analysis to the Senior Management Team, Governors, Teachers and DfES to ensure that examination results are accurately reported and informed decisions can be made.

**General**

Ensure that reasonable care is taken at all times for personal health, safety and welfare, and that of other persons, and to comply with policies and procedures relating to health and safety. Also, demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

**Person Specification**

* Degree or equivalent qualification in related subject
* Proven experience in data management and analysis essential
* Ability to produce clear and accurate performance information for SLT
* Professionalism and integrity essential
* Experience and knowledge of computerised systems, SIMS, and Microsoft computer packages
* Able to work on own initiative with good time management and organisational skills
* The ability to work individually or in a team environment
* Excellent interpersonal skills with the ability to influence and negotiate in challenging situations