
NAME OF EMPLOYEE

SALARY

JOB DESCRIPTION – effective from date of agreement

1.0 JOB TITLE Data & Examinations Manager

2.0 JOB PURPOSE

- 2.1 To lead, manage and develop strategic and operational data and systems that are timely, clear, concise, accurate, efficient and accessible and suitable for the end user.
- 2.2 To be responsible for the school timetable, ensuring that it meets the school's requirements, working closely with the Deputy Headteacher responsible for Curriculum.
- 2.3 To lead, manage and develop the operational aspects of internal and external examinations through line management of the Exams Officer.
- 2.4 To maintain high standards in all areas of work.
- 2.5 To support the ethos, aims and objectives of the school.

3.0 DUTIES AND RESPONSIBILITIES

3.1 Data Management - including but not limited to:

- 3.1.1 To lead on use of the school's MIS in all areas; e.g. pupil information, assessment and reporting, personnel, statutory returns, examinations, timetable and attendance.
- 3.1.2 To develop systems to enable efficient, effective and in-depth analysis of data including the development of user-friendly reports to enable staff and governors to monitor and track pupil achievement and other data, throughout the school.
- 3.1.3 To focus on developing data systems that meet the needs of the school, balanced with the need for the systems to be efficient and not reliant on Data Manager input.
- 3.1.4 To develop, monitor and maintain the school assessment reporting system and procedures.
- 3.1.5 To produce, manage and develop a schedule of data reporting throughout the academic year that meets statutory requirements, the needs and requirements of the school and facilitates the raising of standards and performance.
- 3.1.6 To work closely with the Network Manager to ensure the MIS integrates with other required software/systems.
- 3.1.7 To be responsible for the Census and other statutory returns.
- 3.1.8 To understand secondary school accountability measures and apply this knowledge to school systems/procedures and data analysis.
- 3.1.9 To be responsible for the training of staff in the school's MIS, in data collection and in data analysis/reporting, as required.

3.2 Timetable Management - including but not limited to:

- 3.2.1 To construct the school timetable in a timely manner, liaising closely with the Deputy Headteacher.
- 3.2.2 To lead and manage the input of the timetable on the school's MIS including timely distribution of timetable information.

3.2.3 To address any timetable issues that arise throughout the academic year including incorporating any required changes and updated the school's MIS.

3.3 **Examinations Management** - including but not limited to:

3.3.1 To oversee the internal and external examination processes in school ensuring they are efficient and effective.

3.3.2 To ensure all external examinations meet regulatory and awarding body requirements.

3.3.3 To line manage the Examinations Officer and support the recruitment, training and management of the invigilation team.

3.3.4 The lead, manage and develop the external examinations results processes including detailed and timely data analysis and dissemination, as per the Data Manager responsibilities.

3.4 **Additional Duties**

3.4.1 To be a visible and pro-active part of the duty system throughout the School day both in terms of before and after school, and during break and lunch time, as required.

4.0 GENERAL

4.1 Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, and data protection.

4.2 Participate in training, the appraisal process, meetings and other learning/development activities as required.

4.3 To adhere to the ethos of the school

4.3.1 To promote the agreed vision and aims of the school

4.3.2 To set an example of personal integrity and professionalism

4.4 To undertake any reasonable task requested by the Headteacher.

4.5 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.

5.0 SUPERVISION

5.1 SUPERVISING OFFICER
Deputy Headteacher - Curriculum

5.2 LEVEL OF SUPERVISION
Plan own work to ensure the meeting of defined objectives

6.0 LINE MANAGEMENT RESPONSIBILITIES

6.1 Examinations Officer

7.0 REVIEW AND AMENDMENT

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

8.0 COMPLAINTS

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
after consultation

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
