Villiers HIGH SCHOOL

RECRUITMENT PACK

Examinations & Data Manager

Villiers High School
October 2024

Examinations & Data Manager
8.30am-4.30pm, Term Time + 3Weeks
Permanent

Overview of role

Villiers High School is looking to appoint a professional, self-motivated and organised person to work as Examinations & Data Manager. The person will be responsible for the strategic and operational management of both internal and external examinations, alongside the oversight of the school's data systems, particularly those related to student assessment and reporting. The post-holder will ensure the smooth execution of exams and the effective management of data to support the school's core function of teaching and learning.

We are offering an exciting opportunity for the right person with a positive can-do attitude.

The successful candidate will need to:
* Be resilient, flexible and demonstrate an ability to work in a busy environment
* Be methodical and well organised
* Be punctual and have excellent communication skills

In return you will receive:
* The support of committed, dedicated and friendly colleagues
• A school which is reflective and striving for continual improvement
• **Salary: Grade 10**

Job Description

Examinations Management:

1. Planning and Organisation:

Manage the day-to-day operations of all external exams (GCSEs, A-Levels, vocational qualifications) and internal exams, ensuring compliance with exam board regulations.

- Develop and oversee the examination timetable, rooming, and invigilation arrangements.
- Coordinate with the SENCO to ensure appropriate access arrangements for students with additional needs.
- Ensure secure storage and handling of exam papers and scripts, overseeing their collection and dispatch.
- Lead the examination team, ensuring high levels of organization and compliance throughout exam periods.

2. Invigilation Team:

- Recruit, train, and manage the invigilation team, ensuring compliance with exam regulations.
- Ensure invigilators are up to date with exam procedures and maintain full compliance with current regulations.

3. Data and Results:

- Process exam entries and results accurately, ensuring timely submission to exam boards.
- Provide detailed analysis of exam results to SLT, Heads of Departments, and external bodies.
- Manage post-results services, including re-marks, appeals, and special considerations.
- Oversee the distribution of exam certificates to students and ensure the integrity of records.

4. Exams Compliance and Contingency:

- Ensure full compliance with JCQ regulations and exam board guidelines, including managing exam clashes.
- Maintain and update examination-related policies and procedures in line with changes.
- Develop contingency plans for unexpected disruptions during exams, including IT failures and other emergencies.
- Lead the administration BTEC courses - examinations and coursework units. Ensure compliance and manage communication between staff and the awarding bodies

Data Management:

1. Strategic Data Management:

- Administer the school's MIS (e.g., SIMS/Arbor), ensuring data integrity and up-to-date information across the system.
- Oversee statutory reporting, including school census submissions, ensuring compliance with DfE requirements.
- Collaborate with SLT to provide data-driven insights for strategic planning and decision-making.

2. Data Analysis and Reporting:

- Analyze assessment and behavioral data to generate detailed reports for SLT, Heads of Departments, and pastoral teams.
- Maintain student assessment trackers and set up systems for tracking student progress across all key stages.
- Provide ongoing reports and analysis on student progress, attendance, and performance to relevant stakeholders.

3. Systems Maintenance and IT Support:

- Manage user accounts and system settings for all relevant school systems, providing training and support for staff.
- Troubleshoot and resolve software issues, liaising with providers where necessary.
- Provide ongoing training and resources to staff on data management systems and assessment tools, ensuring full utilization across the school.

4. Timetable and Course Management:

- Assist in the development and management of the school's academic timetable, ensuring smooth transitions and allocation of resources.
- Oversee course management, including updating class and student data, ensuring correct setup of QAN codes and other required details.

5.Curricular Organisation Data:

- Oversee and maintain accurate curricular data, including class groups, staffing, and rooming arrangements, ensuring smooth operations throughout the academic year.
- Provide data management and administrative support in the GCSE options process, ensuring the accuracy of class and course-related data.

6. Pastoral Data:

- Establish and maintain accurate pastoral data, such as registration groups and staff assignments, while supporting the Deputy or Assistant Headteacher in tracking student behavior.

Primary to Secondary Transition:

- Manage the data transition for students moving from Key Stage 2 to Key Stage 3, ensuring the accuracy and input of all relevant data for incoming Year 7 students.
- Support the appeals process for students who do not gain a place at the school by managing the relevant administrative duties.

GDPR Compliance and Data Protection:

- Assist the Data Protection Officer (DPO) with GDPR compliance, helping to monitor adherence to data protection regulations across the school.
- Support in managing data breach incidents and performing internal compliance checks.

Training and Development:

- Lead the implementation and project management of new software or data systems, coordinating with IT support to ensure smooth rollouts.
- Provide training on the use of assessment systems and new technologies, ensuring full utilization and proper functionality across the school.

General Responsibilities:

- Ensure GDPR compliance in the handling and management of personal data.
- Ensure a positive examination culture in the school, fostering cooperation among staff and students.
- Work collaboratively with the SLT to align data and exams processes with the school's educational objectives.

Person Specification

Qualifications:

- Essential: GCSE Mathematics and English or equivalent.
- Desirable: Degree or equivalent qualification.

Experience:

- Proven experience in managing examinations and school data systems, particularly SIMS or similar platforms.
- Experience in leading a team, particularly in an educational setting.
- Strong track record of working with external stakeholders, such as exam boards and regulatory bodies.
- Skills and Competencies:
- Strong organizational and time-management skills, with the ability to work under pressure.
- Excellent communication and interpersonal skills, with the ability to liaise with a range of stakeholders.
- High level of accuracy and attention to detail.
- Proficient in using Microsoft Office, particularly Excel, and experience with data analysis tools such as Power BI or similar.
- Personal Qualities:
- Adaptable and proactive with a solution-oriented approach to problem-solving.
- Strong leadership qualities with the ability to motivate and guide staff during high-pressure periods.
- Commitment to maintaining confidentiality and professionalism in all aspects of the role.

Recruitment Schedule and Other Information

ACTIVITY	DATE
Closing date for applications	1st Nov 2024
Shortlisting and invitation to successful candidates	W/C 4th Nov 2024
Interview	W/C 4th Nov 2024
Offer	Asap
Start date	Asap

How to Apply

Bring your true self, expertise, and passion to Villiers where we are continuing to strive to build a school where authentic inclusion and belonging is at its heart. Every one of our staff and students' identities, backgrounds and diverse experiences makes us who we are – so embrace yours by applying today. We acknowledge our need to address the current underrepresentation of staff from LGBTQ+ communities those with disabilities and minority backgrounds.

To apply, please complete the "Support Staff application form", addressing the details included in the job description and person specification.

We will also need supporting statements detailing why you are a good fit for Villiers High School and this role.

Queries & Support

Thank you for your interest in Villiers High School and if you have any queries, or require support in submitting your application, or need any adjustments due to a disability or neurodiverse condition please contact please contact a member of HR Team on HR@villiers.ealing.sch.uk or +44 (0)20 8813 8001.