Job Description

Job Title: Examinations and Data Manager

Reporting to: Assistant Headteacher - Assessment & Reporting

Grade: Grade 9 P25-28

Contract: Permanent 41 weeks, term time + two weeks (including the day prior to and the actual day of the GCSE National results day)

Location: The Gatwick School

The Role:
To manage all aspects of the examinations process. The Examinations and Data Manager will have excellent administration and communication skills with the ability to supervise a team of invigilators.

Main Responsibilities:

- Leading the internal and external exams process from start to finish throughout the academic year, engaging and involving all relevant stakeholders.
- Liaising with a wide range of internal and external stakeholders, including pupils, parents, staff and awarding organisations.

Exams

- Keeping up to date with the examination changes each academic year and communicating these to all relevant stakeholders in a timely manner.
- Leading and managing invigilators. This includes recruitment, training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Updating examination-related policies according to JCQ regulations
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process, including creating the mock timetable and liaising with stakeholders
- Organising access arrangements for pupils in conjunction with the SENDCo (for example; supporting the SENDCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)
- Being the school's main contact for the examination bodies.
- Managing examination days in accordance with awarding body regulations
- Effective contingency planning to ensure all examinations are run as per the necessary requirements.
- Managing the process for communicating examination results, from downloading data to preparing results notifications.
- Dealing with requests and administering post-results services, including the management of appeals.
- Issuing examination certificates

- Ensure examination policies, procedures and parent/carer information are up to date and updated frequently on the website

Data

- Leading all aspects of the schools data management and reporting cycle, including reporting to parents, Senior Leadership Team and Governors.
- Creating the primary and secondary timetables for academic year
- Creating templates and processing data for tracking achievement in the various school data analysis systems in the school and as required by the Trust
- Recording and responding to parental comments following publication of reports
- Liaising with Heads of Department to maintain accurate course information and subject tracking
- Providing target setting data on an individual and cohort basis
- Preparation of cohort and subject specific reports for inspection purposes
- Preparation of statutory returns as appropriate, across the school phases.
- Providing training for staff, as appropriate to support data entry and timetabling
- Producing the Census reports for the School, checking data quality and liaising with the relevant departments to ensure accurate and comprehensive submissions.
- Producing and working to a schedule for updating data across the school to support assessment and pupil progress.
- Creating assessment marksheets for data input across all phases.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headteacher.

Safeguarding Children

- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the Worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the Worker's role.
- To ensure that the Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

Child Protection

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

Equality and Diversity

The Gatwick School is committed to equality of opportunity and applications from all sections of the community are welcomed.

Person Specification

Criteria	Requirement	Essential or desirable
Commitment to vision	Model and shares the school's vision and values	E
Qualifications and Training	Educated to A-Level / Degree level	D
	GCSE English and Maths, grade C or 4 or above	E
Experience	Experience in facilitating exams	D
	Line management experience	D
	Experience of handling and analysing data	D
	Experience of working in an educational environment	E
	Experience in and/or a commitment to working with young people and the wider community	E
Knowledge and skills	Ability to manage workload effectively and meet challenging deadlines	E
	Highly computer literate, with strong capability in excel, MS Office and management information systems	E
	An understanding of the examination process and annual schedules	E
	Ability to quickly create effective working relationships with all stakeholders	E
	Strong organisational skills, effective time management and the ability to meet deadlines	E
	Excellent accuracy and attention to detail	E
	Excellent communication skills (written and verbal)	E
	Ability to plan for short, medium and long term objectives	E
Personal attributes	Ability to demonstrate flexibility in relation to assigned roles	E
	Ability to engage with and influence others	D
	Commitment to safeguarding and equality	E
	Deals with difficult situations effectively	E
	Able to demonstrate sensitivity, tact and confidentiality particularly when dealing with more sensitive issues.	E
	Be able to work calmly in pressured situations	E
	Ability to self-evaluate learning needs and actively seek learning opportunities.	D
	Approachable and honest; has presence and is visible to all stakeholders within the community	E