Hornsey School for Girls

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.

JOB DESCRIPTION

Title of Post: Data & Examinations Manager

Date: February 2016

Purpose	To ensure an effective data, assessment, examinations and cover provision to the whole school.
Responsible for	Examinations & Data Administrator; Invigilators (internal & external)
Reporting to	Operations Manager
Liaising with	Senior Leadership Team, staff, students, parents, governors, visitors and external agencies.
Scale/Grade	PO2
Terms & Conditions	36 hours x 52 weeks per annum. Colleagues may be required to work out of hours by negotiation.
Main Duties	• To manage, develop and motivate line managed staff to deliver a flexible and supportive service. • To maintain and update all databases and student records. • To prepare tracking grids and mark sheet templates on SIMS, in order to assist teachers in recording data in a regular reporting cycle. • To prepare data for whole school and departmental self-evaluation, review and target setting processes. • To set up systems to deal with electronic transfer of student assessment data both into and out of school. • Produce student progress data and reports (individual end of term reports or references) in line with the Assessment calendar. • To ensure data entered in SIMs is both complete and accurate. • To maintain and update records, ensuring trends for each key groups are recorded and distributed to key stakeholders. • Organise and oversee student data checking exercises • Provide analysis of data as requested by SLT. • Produce student progress data and its analysis in a format that enables teachers to plan lessons effectively and to identify underachievement. • Provide training to staff on entering data onto Assessment Manager and how to interpret data, including that generated by the Department of Education • Manage and organise all internal, and external examinations including controlled assessments, community languages and other oral examinations, ensuring that special arrangements are

	in place where required. • Be responsible for the Examination budget; keep accurate and up-to-date records of examination entry costs and other relevant financial issues. • Liaise with senior teachers regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations. This aspect of the role will include the briefing of students at Assemblies, supported by key members of teaching staff • To be responsible for the security of exams materials and ensure compliance with regulations. • To be responsible for the recruitment and training of invigilators – including agency staff • To prepare and communicate an invigilation timetable and emergency cover timetable to ensure that sufficient staff are available for examinations. • Maintain accurate records of invigilator attendance. • Liaise with subject leaders regarding all examination entries and the timetable by which entries must be made • Be responsible for the preparation and submission of all examination entries to the relevant Boards • Oversee the receipt, checking and distribution of examination entry statements to students, making and submitting any amended entries to the Boards • Keep accurate records of all examinations including seating plans and registers • Organise examination results days and attend on the day to manage distribution and deal with any queries. • Receive and process requests for remarks, receipt of scripts and appeals against results, liaising as required, with relevant colleagues regarding educational aspects of such actions • Produce analysis of school examination results, including modular tests, Key Stage 4 and Key Stage 5 external exams. • Check all results data produced by external sources, including the Local Authority and the Department of Education and complete all statistical returns in relation to attainment and achievement. • Organise the payment of all entry fees levied from students resitting examinations with the Finance Department, ensuring all financial deadlines are met. • Be responsible for the induction, deployment, supervision, performance management and professional development of staff line managed by this post. • Ensure that duty of care is exercised for the Exams and Data Team, including absence management, staff welfare and training. • Undertake Health & Safety duties as directed by the School Business Leader to ensure that the school meets its duty of care to all students, staff and visitors. The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership Team in an emergency. • Be responsible for ensuring that all relevant school policies are

	followed relevant to this post. • Keep up to date with government policies and initiatives regarding examinations, pupil progress, achievement, tracking and reporting. • Shadow role: Operations Manager in respect of data and exams.
Other Specific Duties	• Assist in the supervision of students as required, for example in exams, on trips and at break times. • The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities. • Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy. • Ensure all work is appropriately documented and kept up-to-date. • Keep abreast of current legislation and developments in relation to finance and attend training where appropriate. • Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

PERSON SPECIFICATION

Title of Post : Data/ Examinations & Cover Manager

Essential Skills & Aptitudes	• High level IT skills including proficiency in Management Information Systems. • Expert user of Excel and other databases. • High level aptitude for statistical analysis and presentation of that analysis. • Outstanding communication, administrative and planning skills. • Exceptional organisational skills • Excellent inter-personal skills. • Ability to communicate complex issues clearly and effectively, both orally and in written form • The ability to manage time effectively and adhere to deadlines. • Keen eye and attention to detail • Ability to successfully lead a team and a willingness to hold others to account • Outstanding record of attendance and punctuality • Knowledge of legislation relevant to this post.
Essential Qualifications & Experience	• Degree or role related Level 4 qualification. • Minimum Level 2 Grade C qualification or equivalent in English and Level 3 in Maths. • Knowledge and experience of using educational software packages including SIMS • Expertise in using the Assessment Module in SIMs for Secondary and P16 education. • Experience in using SIMS Assessment Module Analysis Tools: Group, Aspect, Result Set Analysis. • Experience of data input and an understanding of its interaction with other modules. • Experience of line management and performance management processes and holding staff to account..
Qualities	• High levels of resilience, patience and endeavour. • Self confidence and the ability to provide clear direction to others. • A self starter who can set and meet deadlines; • A problem solver who always wants to achieve better levels of service. • Approachable, flexible and able to prioritise for self and others.
Signed (SBL) Date	
Signed (Employee) Date	