



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Data and Exams Manager
Reporting to	Operations Manager/Assistant Headteacher (Assessment & Curriculum)
Responsible for	Data and Exams Assistant/Exam Invigilators
Contract type	Permanent, Full Time (37 hours per week), term time plus 2 weeks (41 weeks)
Main Duties and Responsibilities:	
Data Management	<ul style="list-style-type: none"> ▪ To create, oversee and develop the School’s use of data for the Senior Leadership Team (SLT) and for teaching staff. ▪ Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance. ▪ To work with the SLT to regularly review data systems, procedures and working practices. ▪ Provide and organise an efficient and professional data administrative service to SLT and all teaching staff. ▪ To compile complex spreadsheets as required and to design complex SIMS reports. ▪ Collate data from internal and external assessments, generating pupil target grades for individual pupil reports. ▪ To provide CPD for staff as required in relation to the use of the MIS and wider data tools. ▪ To provide support to SLT with timetabling, inputting and collating data in Nova T. ▪ Distribution and interpretation of data reports e.g. ASP, FFT, SISRA. ▪ To be responsible for the School’s pupil census, ensuring accurate records are maintained for each pupil and reporting as required to the Department for Education (DfE). ▪ To work with SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for DfE reporting points. ▪ To provide ICT skills and knowledge to support data management across the School, supporting in depth analysis of individual teacher, subject and curriculum performance. ▪ Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management.
Examination Administration	<ul style="list-style-type: none"> ▪ Ensure the effective organisation of sittings for all examinations, including booking venues, seating, resolving clashes and creating the annual timetable for administration of all examinations and tests. ▪ Make arrangements for students taking examinations that require Access Arrangements. ▪ Ensure the effective administration of examination entries e.g. from ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards. ▪ Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the SLT and to organise the distribution of results to students.



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	<ul style="list-style-type: none"> ▪ Ensure safe arrival, storage, delivery and logging of examination papers and other examination materials sent by the Examination Boards in accordance with JCQ regulations at each stage.
Communication	<ul style="list-style-type: none"> ▪ Ensure relevant data and information is communicated to candidates, staff, and management. ▪ Ensure effective communication to and from Examination Boards including: <ul style="list-style-type: none"> • Entries • Coursework marks • Estimated grades • Access arrangements liaise with SENCO • Special considerations • Dissemination of results and certificates • Cash-ins and declines of grades • Requests for enquiries about results • Requests for return of scripts • Details of syllabuses/training courses
Finance	<ul style="list-style-type: none"> ▪ Be responsible for the examinations budget, liaising with the Operations Manager and keep accurate and up-to-date records of examination entry costs and other relevant financial issues. ▪ Ensure that all entry fees levied from students are collected and paid to the Finance Department. ▪ Collate financial information regarding exam re-sits.
Development	<ul style="list-style-type: none"> ▪ Acquire, maintain and share up-to-date knowledge of the examinations system, examination Board regulations and any changes which occur within the examinations field. ▪ Liaise with Examination Boards regarding all aspects of policy relating to examination regulations and ensure adoption of best policy and practice within the School. ▪ Fully utilise computer systems and internet processes for examination administration.
Invigilation	<ul style="list-style-type: none"> ▪ Recruit, train and monitor external invigilators for each examination sessions. ▪ Ensure the smooth running of examinations including the allocation of invigilators to exams.
General	<ul style="list-style-type: none"> ▪ Liaison with other departments and staff as necessary on matters regarding data and examinations. ▪ Assist with the supervision of students outside the classroom, including lunchtime duty. ▪ Attendance at staff meetings and INSET activities where relevant. ▪ To uphold and actively support the School’s policies and procedures. ▪ Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.