



## Data Manager/ Exams Officer

Salary: £28,000 - £33,000 dependent on experience  
Location: Hackney, London  
Contract type: Permanent, full time  
Closing date: 15th December 2018

Hackney New School is a Free School with a Music specialism, which opened in September 2013. Our core vision is to provide students with access to the widest range of opportunities in life by fostering academic excellence and instilling self-belief, intellectual curiosity and responsibility towards others in society. Everyone at HNS shares the belief that an outstanding education can be provided to children from a wide range of backgrounds if they are being challenged in all aspects of their academic and personal development. Our successful Ofsted inspection, after only 5 terms, is testament to our current success. We now need additional outstanding staff to continue to develop our school. In September 2015 we moved into our exciting new purpose-built buildings on the Kingsland canal basin, which are conveniently situated for public transport next to Haggerston Overground station and well served by bus routes. Our primary school will move into adjoining premises in 2019.

You will be committed to ensuring every student is supported and challenged to reach their potential, which includes understanding how they are performing and driving them to excel. You are an enthusiastic, determined individual who will challenge and support students and parents to arrive realise their potential. You have the vision, drive and interpersonal skills to motivate students and you are keen to make a real and significant difference to the students in our school. You will achieve this by ensuring that data is readily available for all staff, governors and parents.

The successful candidate will benefit from working in a supportive environment with excellent career progression opportunities as the school continues to grow.

If you want to know more, please visit our website ([hackneynewschool.org](http://hackneynewschool.org)). Prospective candidates are also encouraged to contact us via email at:

**[maryli@hackneynewschool.org](mailto:maryli@hackneynewschool.org)** (Mary Li, Headmistress)

Alternatively, candidates can contact the school office on 020 7617 7181. Application forms should be submitted online through TES or emailed, using reference number **09/18**, to:

**[recruitment@hackneynewschool.org](mailto:recruitment@hackneynewschool.org)**.

*We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect staff to share this commitment. An enhanced DBS check is required for all successful applicants.*

## **Job Description: DATA MANAGER/ EXAMS OFFICER**

### **Purpose of Job:**

The Data Manager/ Exams Officer will work alongside key school staff in school to promote excellent engagement with data and ensure that the exams process runs smoothly.

### **It is important to: ·**

- Use data to inform strategic planning
  - Ensure that students are set up to succeed at GCSE
1. Responsible for exam entries and management of exam processes including:  
Provide reports on examination results for teaching staff as required
    - a. The preparation and distribution of exam timetables for Mock examinations, including the resolution of clashes.
    - b. arranging the timetable
    - c. designing seating arrangements
    - d. ensuring sufficient coverage with regards to invigilation
    - e. invigilation training for the staff recruited - liaising with HR Manager regarding DBS and
    - f. onboarding arrangements
    - g. secure storage of exams in collaboration with the AHT
    - h. communicating with Heads of Department regarding entries and tier changes
    - i. management and input of any coursework data
    - j. liaising with the member of staff involved in attendance to ensure that students attend their exams on time
  2. Management of external results data
    - a. managing the MIS
    - b. ensuring that Arbor is up to date
    - c. making changes to Arbor e.g. form and set changes
    - d. census returns
    - e. producing reports requested by SLT
    - f. ensuring that the timetable is uploaded to Arbor successfully
    - g. printing timetables for all students every term
    - h. tracking and chasing data entry as per AHT/ HT requests e.g. timetabling changes
    - i. SATs and CATS data and ensuring that staff have access to the data
    - j. producing target data in coordination with the HT and AHT
    - k. identifying groups of pupils and identifying underachievement
    - l. liaising with and briefing senior leaders, governors and heads of department on the interpretation and implication of data
    - m. any other duties at the related to data at the request of the HT

You will have an in depth working knowledge of MIS systems and be a quick learner. Previous experience of using Secure Access and KtS will be an advantage. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headmistress.

*Staff at Hackney New School are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.*

## Person Specification: Data manager/ Exams officer

	Essential	Desirable	Identified
<b>Education/Training</b>			
<ul style="list-style-type: none"> <li>GCSE Maths and English at grade B or equivalent</li> </ul>	✓		F
<b>Relevant Experience</b>			
<ul style="list-style-type: none"> <li>Experience of working in a school environment is required, with knowledge of school data systems</li> </ul>	✓		SS,I,R
<ul style="list-style-type: none"> <li>Punctuality, reliability and ability to maintain a high level of confidentiality is essential</li> </ul>	✓		SS,I,R
<ul style="list-style-type: none"> <li>Ability to communicate positively and effectively at all levels with excellent written and spoken English</li> </ul>	✓		SS,I,R
<ul style="list-style-type: none"> <li>Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail and remaining 100% focused</li> </ul>	✓		SS,I,R
<ul style="list-style-type: none"> <li>Ability to be an effective team member using initiative, being proactive and having a flexible approach to work</li> </ul>	✓		F
<ul style="list-style-type: none"> <li>First Aid at work qualification or be willing to undertake training</li> </ul>	✓		SS,I, R
<b>Relevant Skills/Aptitudes and Knowledge</b>			
<ul style="list-style-type: none"> <li>Excellent written and oral skills</li> </ul>	✓		F,SS,I,R
<ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> </ul>	✓		I,R
<ul style="list-style-type: none"> <li>Excellent organisational skills</li> </ul>	✓		I,R
<ul style="list-style-type: none"> <li>Presence – the ability to earn the respect of students, parents and staff</li> </ul>	✓		I,SS,R
<ul style="list-style-type: none"> <li>Excellent ICT skills, including a good working knowledge of the Microsoft Office Suite, specifically Word and Excel</li> </ul>		✓	I,R
<ul style="list-style-type: none"> <li>Advanced knowledge and use of MIS; data entry, running reports, general operations</li> </ul>	✓		SS,I,R
<ul style="list-style-type: none"> <li>An understanding of the Data Protection Act</li> </ul>	✓		SS,I,R
<ul style="list-style-type: none"> <li>Ability work well under pressure and to prioritise own workload and that of others</li> </ul>	✓		I,R
<ul style="list-style-type: none"> <li>Experience of successful management of change, including evaluating problems, developing and implementing appropriate solutions and monitoring effectiveness</li> </ul>	✓		F,SS,R
<ul style="list-style-type: none"> <li>Experience of working with Governors, parents and the wider community</li> </ul>	✓		SS,I
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>An understanding of, and commitment to, safeguarding</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>A sound understanding of the importance of data and different ways to present and organise data</li> </ul>	✓		I,SS

<ul style="list-style-type: none"> <li>• A sound understanding of the statutory obligations of schools regarding data</li> </ul>	✓		I
<b>Personal Qualities</b>			
<ul style="list-style-type: none"> <li>• Inquisitive</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>• Ability to create, inspire and promote a culture of high achievement for all, with all learners achieving their full potential</li> </ul>	✓		I,R
<ul style="list-style-type: none"> <li>• Ability and enthusiasm to promote the school's vision and values and it's achievements to the local and wider communities</li> </ul>	✓		I,R
<ul style="list-style-type: none"> <li>• Integrity, commitment, flexibility, reliability, enthusiasm, sense of humour and energy to persevere and succeed</li> </ul>	✓		I,R
<ul style="list-style-type: none"> <li>• Excellent attendance and punctuality record</li> </ul>	✓		F,I,R,SS
<ul style="list-style-type: none"> <li>• Child-centred approach</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• Commitment to community and parental involvement</li> </ul>	✓		I,R,SS
<ul style="list-style-type: none"> <li>• Ability to demonstrate personal and emotional resilience in stressful situations</li> </ul>	✓		I, R
<ul style="list-style-type: none"> <li>• To act in accordance with professional codes all times, including maintaining strictest confidentiality when dealing with sensitive information</li> </ul>	✓		I,SS,R
<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunity</li> </ul>	✓		I,SS
<ul style="list-style-type: none"> <li>• A commitment to high expectations for all pupils</li> </ul>	✓		I,SS,R
<ul style="list-style-type: none"> <li>• To act in accordance with authority, organisational standards, needs and goals of the school</li> </ul>	✓		I,SS,R
<ul style="list-style-type: none"> <li>• Strategic approach, ability to see the 'big picture' and also think 'outside of the box'</li> </ul>	✓		I,SS
<ul style="list-style-type: none"> <li>• Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard</li> </ul>	✓		I,SS,R
<ul style="list-style-type: none"> <li>• Must have the utmost integrity as well as high levels of motivation and commitment</li> </ul>	✓		I,SS,R
<ul style="list-style-type: none"> <li>• Proactive approach and efficient time management and prioritisation skills</li> </ul>	✓		I,SS
<ul style="list-style-type: none"> <li>• Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the School</li> </ul>	✓		I,SS
<p><i>Assessment Key: F = application form, SS= supporting statement/letter, I= interview process, R= reference</i></p>			