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Job description: Data & Exams Manager

Location	St Mark's C of E Academy
Contract term	Permanent
Full time/term time	Full Time (35 hours), 43 weeks per year (TTO +4 weeks)
Pay range	PO2, SCP 31 - 34
Reporting to	Senior Vice Principal – Quality of Education

Job purpose

The Data and Exams Manager will play a crucial role in supporting the academic and administrative functions of St Mark's Academy and be part of a vibrant data community within the Anthem Schools Trust. The successful candidate will be responsible for managing all aspects of data related to the academy, students, and their performance, as well as overseeing the administration of internal and external examinations.

This position requires a meticulous and organised individual with a strong background in data management and a comprehensive understanding of examination processes in education. As well as overseeing data and examination management, the successful candidate will also manage our core systems which include Bromcom, our Management Information System (MIS).

Main duties and responsibilities

Data Management

- Collect, maintain, analyse, and report on student performance data to support teaching and learning.
- Maintain accurate and up-to-date records in the school's management information system (MIS).
- Day to day handling of in-house systems, including but not limited to managing assessment sheets, student records, timetable changes, ad hoc reporting, and so on.
- Produce reports for parents around student attainment and progress.
- Champion the use of automation and scheduling to save time for colleagues on administrative tasks.
- Working alongside the Trust Data Manager, generating regular data reports for senior leadership, teachers, and other stakeholders.
- Ensure compliance with data protection regulations and school policies.
- Provide training and support to staff on the use of data management systems.
- Working closely with the Senior Leadership team to contribute to the raising attainment strategy through highly effective and timely data analysis.
- Ensure accurate and timely submission of school census data.

- Work closely with the SLT lead for Raising Attainment to support and upskill middle leaders to interrogate data effectively.
- Support the effective administration of in school testing such as NGRT and CATS and ensure data gathered from these are effectively administered.

Examinations Administration

- Coordinate and manage all internal (mocks) and external examination processes, including GCSEs and A-Levels.
- Be aware of and ensure compliance with Joint Council for Qualifications (JCQ) and exam board regulations.
- Liaise with examination boards to ensure accurate and timely registration of students.
- Prepare examination timetables and share with relevant students and staff.
- Ensure appropriate invigilation arrangements, including recruitment and training of invigilators.
- Setting up examination rooms and halls appropriately.
- Manage the ordering, secure storage and distribution of examination papers.
- Oversee the collection, processing, and submission of coursework and controlled assessments.
- Handling and processing special consideration requests.
- Work closely with the SENCO to ensure that exam access arrangements are applied for in a timely manner and are administered in accordance with JCQ regulations.
- Manage the collection and distribution of examination results and certificates.
- Handle any examination-related queries and issues from students, parents, and staff.
- Holding up-to-date knowledge about courses which count for maximum Progress 8 and Attainment 8 at KS4.
- A clear understanding of the UCAS process and implications for exams.

Communication & Collaboration

- Assume line management responsibilities for the data and exams officer.
- Work closely with the senior leadership team to develop and implement data-driven strategies for school improvement.
- Collaborate with teachers to ensure effective use of data in planning and assessment.
- Communicate examination procedures and regulations to students, parents, and staff.
- Act as the primary point of contact for all examination-related matters.
- Collaborate with other data managers across the Trust to share best practice approaches and resources.

Quality Assurance

- Monitor and evaluate the effectiveness of data management and examination procedures.
- Ensure the school's adherence to examination board regulations and guidelines.
- Implement improvements to data and examination processes as required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Data & Exams Manager

Qualifications and training *Evidenced through: Application*	Essential	Desirable
Degree or equivalent		✓
Relevant Data Management Qualification		✓

Experience/employment record *Evidenced through: Application/Interview/References*	Essential	Desirable
Proven experience in a similar role within an educational setting, preferably in secondary schools.	✓	
Strong knowledge of data management systems and software (e.g., Bromcom, Power BI, Excel).	✓	
Familiarity with the examination system and regulations in England.	✓	
Excellent organisational and time-management skills.	✓	
Attention to detail and a high level of accuracy.	✓	
Strong analytical and problem-solving abilities.	✓	
Effective communication and interpersonal skills.	✓	
Ability to work independently and as part of a team.	✓	
Experience of line management		✓

Personal qualities *Evidenced through: Application/Interview/References*	Essential	Desirable
Commitment to the values and ethos of Anthem Schools Trust.	✓	
Proactive and flexible approach to work	✓	
Ability to manage multiple priorities and work under pressure.	✓	
High level of integrity and confidentiality.	✓	