POST TITLE:	**EXAMS OFFICER AND DATA (SIMS) MANAGER**
PAY:	SO2, SP27
RESPONSIBLE TO:	School Business Manager and the Senior Leadership Team Member responsible for assessment, recording and reporting as appropriate to the task
WORKING HOURS:	35 Hours per week, F/T
REQUIRED FROM:	1st November 2019

Purpose:	- To manage the School information System so that its maintenance is up-to-date and that the capacity for its use is developed to meet the needs of the school - To operate an annual programme of performance and contextual data collection and analysis relating to the school - To provide timely data to allow for precise target-setting, assessment and reporting - Under the guidance of the designated member of the SLT the post holder will be responsible for the smooth running and administration of all public examinations. To liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communication ensuring that the School adheres to all Awarding Bodies' regulations - To develop systems and databases to further the effectiveness of teaching and learning

MAIN DUTIES

Organisation

1. Contribute to the planning, development and organisation of the administrative support service systems, procedures and policies.
2. To support the aims and ethos of the school and build communication, implement a shared vision making use of all means of communication.

Operational - Data

3. To maintain an up-to-date management information system (MIS), inputting data and ensuring integration with other data systems in the school.
4. To meet with staff on a regular basis across the school to ensure data is up to date and accurate on the MIS and carryout regular checks to ensure the integrity of the system.
5. To be responsible for overseeing and coordinating all data reporting regularly to the SBM.
6. Be responsible for the database backup, maintenance and performance.
7. Enable staff and parents to access confidential data securely from remote locations by installation and maintenance of SSL certificates.
8. To devise systems for the collection, entry and verification of data to provide an accurate and timely base for research, planning, monitoring, reporting and processing of returns relating to provision and outcomes

9. Provide returns, reports, statistical and related information, as requested, for the DFE, LA, SLT, staff, students and parents ensuring the provision of accurate and appropriate information to relevant parties.
10. To have a good level of statistical expertise, to be able to use spread sheets and data bases and to be able to present statistical information
11. To prepare ad hoc reports to meet the demands, requirements and developments of the school
12. To support staff in their use of the MIS system and provide in-house training offering advice and guidance to staff in the use of data related IT systems at an operational and strategic level
13. To work with other staff with regards to the transfer of data to and from other agencies
14. To work closely with the school's ICT technician to ensure the smooth and effective function of the MIS system and software across the school at all times and to develop the scope of the MIS system to meet new and future demands
15. To source commercial or where necessary create technology solutions to meet the schools requirements as they arise.
16. To develop the school's internal information system to ensure it is utilised to its full capacity by all stakeholders.
17. To source or create applications to enable communications between school, students and parents, including the ability to send SMS texts from an application that connects to the school database and remote apps for access for all.

Teaching and Learning
18. To implement and work with the member of the senior leadership team who constructs the school timetable, providing support with this task to ensure the timetable is fully integrated into the MIS system
19. To work with the member of the SLT who is responsible for pupil assessment, recording and reporting in order to provide accurate, timely and accessible data from which targets can be set at a variety of levels and analysis can be made
20. Under the direction of the member of the SLT who is responsible for pupil assessment, create, design, implement and review all assessment data and reporting systems used in school.
21. Management of the assessment system ensuring data is collected on all students and is accessible to class teachers.
22. To keep up to date with current trends in school information systems and be able to update and advise SLT on these developments, including making recommendations for improvements to school ICT systems.
23. To support the work of teachers in target setting and getting, monitoring progress in learning and attendance and behaviour patterns
24. To play a supportive role in fostering an orderly environment supportive of teaching and learning

Operational - Exams
25. Liaise with the SLT, Departments and HoY regarding all examinations entries and the timetable by which entries must be made.
26. To be responsible for day to day arrangements for public and internal examinations including individual timetables for students, hall/room and invigilation requirements
27. Administration of examinations and assessments, working to the meet strict deadlines.
28. Liaise with Examination Boards regarding all aspects of policy relating to examination regulations. Attend any training provided by Examination Boards the QCA and other bodies if appropriate.
29. Ensure that all public examinations take place according to the regulations published by the Examination Boards and that such regulations are publicly displayed and students duly informed.
30. To be responsible for access and special consideration arrangements for relevant students, liaising with Examination Boards and the School's SEN department and ensuring compliance with DDA.
31. Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis.

32. Be the school's first point of contact with Examination Boards, following up queries from staff regarding examination-related issues, disseminating to relevant staff, pupils and parents literature regarding examinations or syllabuses sent by the Examination Boards.

33. Support in the recruitment, training and coordinate/supervise a team of invigilators for each examination session.

34. Receive examination papers and other relevant material sent by the Examination Boards and keep them in an allocated secure place, collect, log and dispatch all examination scripts for marking.

35. Maintain accurate records of all examinations, including seating plans and registers.

36. To undertake the checking for accuracy of relevant data returns and resolving resulting anomalies, i.e., achievement and attainment tables.

37. Manage the receipt of examination results on results day, including the main August examination result days in liaison with the Head teacher and members of the SLT. Organise the distribution of results to students and the relevant summaries and date to the Head teacher, SLT, and HoYs.

38. Operationally organise certificate presentation to students and undertake post-result enquiries.

39. To design and produce information packs to Parents and Students.

40. To undertake regular monitoring and evaluation of examination procedures and practice to ensure a constantly relevant and improving provision and to write and comply with exam policies and procedures.

41. To provide statistical information as required for the Head teacher for the School Prospectus.

42. To manage centralised budget for examinations.

Leadership & Management
43. To act as a positive role model

44. Supervise a team of invigilators

45. To identify training needs of examination invigilators and organise appropriate development opportunities in liaison with your Line Manager

46. To maintain attendance and training records for examination invigilators

47. To manage and coordinate the recruitment of examination invigilators as required

48. To take responsibility for own personal development liaising with both the senior team line manager and the person responsible for CPD if different

Involvement in and accountability for performance management
49. To participate in performance management and setting challenging objectives
50. To identify development needs which reflect school, departmental and individual aspirations and to take part in relevant training, including visiting other schools to gain and share good practice

Pupil Identification, Monitoring and Outcomes
51. To support teaching staff in securing appropriate outcomes for pupils which demonstrate added value

52. Resources
53. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person
54. Ensure the provision of appropriate, comprehensive, high quality and value for money support
55. To ensure that the school has a strategy for using technology and resources aligned to the overall vision and plans for the school that is appropriate, comprehensive, high quality and value for money under the direction of the SBM
56. To operate relevant equipment and complex ICT packages
57. Provide advice and guidance to staff, pupils and others
58. Undertake research and obtain information to inform decisions.
59. Assist with marketing and promotion of the school at all times

60. Assist in the development of whole school strategies for the effective use of resources and monitoring of that use
61. Communicate the strategy and relevant policies for use of technology and resources across the school under the direction of the SBM
62. Consult with relevant people and other parties to provide training and support in the use of resources and technology or improve existing technology for different purposes
63. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
64. Be aware of and support diversity and ensure equal opportunities for all
65. Contribute to the overall ethos/work/aims of the school
66. Develop constructive relationships and communicate with other agencies/professionals
67. Share expertise and skills with others
68. Participate in training and other learning activities and performance development as required
69. Recognise own strengths and areas of expertise and use these to advise and support others
70. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

Additional Duties
71. To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and pupils to follow this example
72. To carry out any other duties as may reasonably be required by the School Business Manager.

Equalities
73. Ensure implementation and promotion in employment and service delivery of the council's equal opportunities policies and statutory responsibilities.

Prepared by: Melanie Kidd-Smith, Business Manager

Post Holder Name and Signature: …………………………………………………………………………………..

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Line Manager Name and Signature:……………………………………………………………………………………

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Date: _____

PERSON SPECIFICATION

Title:	**Exams and Data (SIMS) Manager**	Grade: **SO2**

Section: **Admin**   Post No. **CC:A01A-2019**

Report To: **School Business Manager**

Successful candidate are likely to be able to give evidence in support of all or most of the following:

Qualifications/Training [essential requirements]

1. Education to a least a degree [relevant to post] or equivalent and/or substantial experience in a similar role
2. Experience and understanding of examination processes and procedures
3. Be ICT literate and be able to operate software at an intermediate level.
4. Experience of managing and maintaining data in a secure environment.
5. Experience in the use of SIMs Management Information Package
6. Experience inputting, extracting and analysing relevant data from a management information system, and designing user friendly reports.
7. Excellent numeracy/literacy skills

Experience

8.	Several years' experience of working as a Data Manager at a senior level	[Essential]
9.	Experience of working in a similar field within a school or other educational establishment.	[Desirable]
10.	Creating, maintaining and analysing databases	[Essential]
11.	Demonstrate a good understanding of examination processes	[Essential]
12.	Experience of managing confidential information and implementing effective procedures	[Essential]
13.	Extensive experience of analysing data and providing management reports	[Essential]
14.	Considerable experience of data management and its complexities	[Essential]
15.	Inputting, maintaining electronic data and transmission	[Essential]
16.	Attention to detail and working accurately to deadlines	[Essential]
17.	Experience of supervising staff	[Desirable]

Knowledge/Skills

18.	Effective use of specialist ICT packages	[Essential]
19.	High level knowledge of management information systems	[Essential]
20.	Knowledge of other associated software and the ICT skills to support the data management of the school system	[Essential]
21.	Knowledge of office procedures and practice, including the appropriate use of information technology.	[Essential]
22.	Full knowledge of relevant policies/codes of practice/legislation	[Essential]
23.	To have a high level of statistical expertise, to be able to present statistical information	[Essential]
24.	To have a high level of expertise in the use of both Microsoft Excel	[Essential]
25.	Knowledge and understanding of the data protection act/GDPR	[Essential]
26.	Current educational issues	[Desirable]
27.	A proven ability to work collaboratively as part of a team in a solution focused manner, commitment to and a clear understanding of the Schools and LA equal opportunities policy and its implementation within a school environment	[Essential]
28.	Ability to manage time and prioritise work effectively in a busy office environment.	[Essential]
29.	Able to deal discretely with confidential information.	[Essential]
30.	Able to self-evaluate learning needs and actively seek learning opportunities and be committed to the development of a learning community for all.	[Essential]
31.	Show evidence of continued professional development.	[Desirable]
32.	Able to carry out administrative tasks with efficiency and keep accurate records	[Essential]
33.	Able to review office systems	[Essential]

Aptitude [essential requirements]

Ability to use initiative
Ability to learn and use new systems quickly
Able to work flexibly adapting to changes in work priorities as needed
Able to maintain confidentiality in all circumstances.
Ability and commitment to provide a quality responsive service, demonstrating a professional and tactful approach to work and dealing with customers.
Ability to advise managers and others correctly and in an appropriate manner.
Ability to collate, maintain and monitor records.
Ability to design and implement new administrative and management systems in response to specific service requirements.
Ability to collate and digest complex data from a variety of sources to produce timely, accurate reports.

People, Relationships and Communications [essential requirement]

Be able to relate to all students, staff, parents and external agencies in a positive and constructive way.
Be part of a whole school team which seeks and develops a variety of opportunities to support and work with students.
Be able to work on own initiative as well as follow instructions, managing time and working under pressure.
Be helpful, friendly and approachable.
Possess integrity, optimism, resilience, calmness and a sense of proportion.
Possess good written and verbal communication skills.

Other [essential requirement]

Punctual and good attendance
Keep abreast of development in area of responsibility including initiatives at a local, national and global level.

Circumstances

The person undertaking this post must have an enhanced DBS and will be required to complete an application only if recruited to this post.

Conisborough College is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced DBS.

Equal Opportunities
Understanding of and commitment to the Councils/School's equal opportunities policy and ensure that it is implemented within the service area of the post.

Physical
Generally must meet the London Borough of Lewisham requirements for the post.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition. It may be reviewed annually

Prepared by: Melanie Kidd-Smith, Business Manager

Post Holder Name and Signature: …………………………………………………………………………………...

Line Manager Name and Signature:…………………………………………………………………………………

Date: _____