

# Job Description

## Examinations and Data Manager



Committed to excellence

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Job title:	Examinations and Data Manager
Line manager:	Deputy Headteacher
Salary / grade:	GLPC Scale PO1 plus a Northolt Supplement (£40,030 - £42,499, including the Northolt Supplement)
Hours:	35 hours per week, all year round contract

### Main purposes of the job

- Maintain the academic and attainment information held on SIMS relating to students and staff, and ensure that this data is updated regularly and accessible to teaching staff and appropriate bodies
- Manage systems & data relating to a range of data used to monitor, target and support students in their academic progress
- Provide timely and accurate reporting (including reports on student data to teachers and parents, and reports to the Local Authority, Department for Education, and outside agencies)
- Work with senior staff to ensure that internal and public exams are carried out with strict adherence to JCQ guidelines.
- Provide accurate and up-to-date advice on all examinations, liaising with relevant teaching staff to ensure that all students receive the support to which they are entitled.
- Work alongside the Deputy Headteacher to ensure that exam results are downloaded and collated preceding the distribution of exam results.

### Main responsibilities and tasks

#### Exams Management

- Ensure that that exam entries for all students are undertaken accurately and with strict adherence to internal and external deadlines
- Liaising with senior staff, ensure all aspects of internal and external exams throughout the school year are well run and managed effectively
- Liaising with the Inclusion Department, to be responsible for ensuring that students' access arrangements are put in place and are followed, according to the regulations
- Manage a team of invigilators, ensuring they receive appropriate training/guidance and follow correct procedures, allocating invigilators to exams, and following up / reporting on any incidents which occur during exams
- Ensure that exam results are downloaded accurately and communicated effectively to all stakeholders

- Provide guidance and support to teaching staff as may be necessary to ensure they are aware of their responsibilities in relation to examination arrangements.
- Ensure that arrangements for re-marking of exams are communicated to Subject Leaders and that deadlines are adhered to.
- Liaising with the appropriate staff teams (for example, the Premises Team) ensure exam rooms are well resourced, including furniture and other materials, in accordance with examination board requirements.
- Check and collate completed exam papers in accordance with robust processes which enable the identification and recovery of any missing papers.
- Liaising with the relevant staff, putting in place the arrangements for results days, and attending on those days to support with admin and other tasks.
- To keep up to date with national and local policies and regulations impacting on the postholder's responsibilities, and to keep senior staff updated.
- Contribute towards the school's arrangements for staff training and development, policy review and development as appropriate.
- Take opportunities for personal training and development, and make a positive contribution towards the school's values and ethos.

### Managing systems & data

- Ensure that the school's central management information system, and other systems as appropriate, are maintained to enable all students' data to be entered and updated regularly, that all staffing data is regularly updated, to ensure easy and accessible reporting and analysis, in line with Data Protection legislation, and other relevant policies and regulations.
- Ensure the robust procedures are in place for the security and storage of exam papers.

### Providing timely & accurate reporting

- Generate reports of student progress according to the school's assessment calendar
- Generate the targets input for all students, liaising with the Deputy Headteacher
- Oversee the electronic downloads of external examination results and undertake routine analysis of all examination results, including analysis of Learning Sessions and additional data
- Generate class lists, including prior attainment data
- Oversee the transfer of data to the Local Authority, Department for Education, or other external agencies, as required (including the termly 'Student Census' and annual 'Workforce Census')
- Maintain SIMS templates, grade sets, marksheets and report templates

### Data Support for the admissions process

- To ensure that student transfer data is accurately logged onto the school system, following the admissions process at primary to secondary transfer and on entry into the Sixth Form.
- To ensure achievement data for new students is recorded, CATs and reading tests are completed and relevant data is uploaded.

**Signed (postholder):**

**Date:**

## Person Specification

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<p>Educated to at least Level 3 standard with a minimum of GCSE grade 5 or equivalent in English and mathematics.</p> <p>Experience of managing and maintaining data in a secure environment.</p> <p>Evidence of excellent organisational skills, and experience of liaising with multiple stakeholders</p>	<p>Further or higher education qualifications relevant to the field.</p> <p>Experience in the recruitment and training of staff.</p> <p>Experience of working in a similar field within a school or other educational establishment.</p> <p>Experience of making contact and dealing with external agencies and organisations.</p> <p>Experience of inputting, extracting and analysing relevant data from a management information system, and designing user friendly reports.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>

<b>Knowledge and skills</b>		
<p>Ability to build and form good relationships with students, colleagues and other professionals.</p> <p>Able to lead, develop and motivate a team of staff, delegating duties as required.</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</p> <p>Ability to improve own practice/ knowledge through self-evaluation and learning from others.</p> <p>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</p> <p>Good standard of numeracy and literacy skills.</p> <p>Ability to absorb and understand a wide range of information.</p> <p>Ability to manage and deal with confidential data/issues appropriately.</p> <p>Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</p>	<p>Experience in the analysis of data and the writing and presentation of reports.</p> <p>A good understanding of examination processes.</p> <p>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as data protection, safeguarding, GDPR.</p> <p>Experience in the use of SIMS</p> <p>Working knowledge of national guidelines in relation to curriculum delivery.</p> <p>Managing and monitoring a budget, and providing required reports</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

**Personal qualities**

Ability to show initiative and to prioritise one's own work and that of others even when under pressure.

Able to follow direction and work in collaboration with the line manager and the SLT.

Able to work flexibly to meet deadlines and respond to unplanned situations.

Efficient and meticulous in organisation.

Desire to enhance and develop skills and knowledge through CPD.

Commitment to the highest standards of child protection and safeguarding.

Recognition of the importance of personal responsibility for health and safety.

Commitment to the school's ethos, aims and its whole community.

Application form

Letter of application

References

Interviews