

JOB DESCRIPTION | CLAREMONT SCHOOL



Job Title:	Exams & Data Manager
Reporting to:	Academic Head (Teaching & Learning)
Key Purpose of the Job	To ensure the administration and organisation of examinations are carried out professionally and in accordance with regulations. To be responsible for the MIS and Educational Data at CSS.
Written by:	Ed Dickie
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Key Accountabilities

(Statements of 'deliverables' required.)

- 1. Safeguarding:** To be fully familiar with, and support in the adherence of school policies, especially those pertaining to child protection / safeguarding, anti-bullying, substance misuse and Health and Safety; to promote a strong safeguarding culture in the staff body;
- 2. Regulatory compliance:** to be aware of the implications of the *Common Inspection Framework* and all relevant JCQ documentation; to support the school's preparations for all inspections in relation to External Exams; to ensure that departmental handbooks, policies and protocols reflect appropriate regulatory compliance in relation to the external exams.

As Exams Officer:

1. To be responsible for the administration of public examinations
2. To manage teachers in relation to carrying out all examination related tasks
3. Submit accurate and timely entries for examinations and qualifications, in liaison with teachers and Senior Leadership Team, referring to exam boards as required
4. Monitor and record the receipt of examination papers, stationery and publications from examining bodies and to ensure safe storage in accordance with regulations
5. Collect and dispatch exam papers in line with regulations
6. To liaise with Senior Leadership Team on invigilation and arrangements for both internal and external exams
7. To maintain and update all school policies associated with public examinations
8. To provide candidate numbers, attendance registers and seating plans, as required in regulations
9. Liaise with SENCO regarding candidates eligible for special arrangements
10. To be present when results are notified and to assist with analysis of exam results as required by the Senior Leadership team
11. Keep abreast of GDPR Data Protection legislation and develop policy and procedures to ensure the school is compliant, in liaison with IT Support staff

As Data Manager:

1. To process, input, extract and analyse information from the School's database systems.
2. Provide instructions and/or assist teachers in the entry of data and liaise with them in relation to missing student data
3. Develop and maintain systems for analysing data across Claremont Senior School, and produce a range of reports relating to staff and pupils as required by the Headteacher and Senior Leadership Team

4. Maintain and update information held on the MIS including timetable changes, assessment and examination data
5. Provide updated year and class data sheets to support student progress monitoring and Tutor League rewards process
6. Coordinate the Baseline Testing of all students and check and update all target grades as required
7. Set up and maintain archive files and historical data as well as carrying out specific download requests for data
8. Contribute to the evaluation and development of the effective use of data across Claremont School and make recommendations to the Senior Leadership Team
9. To maintain and update all school policies associated with management of student data
10. Assist with the administration of the school reporting process
11. Coordinate MIS related induction for new staff and long term supply staff

Measures

(Key performance indicator(s) used to measure the effectiveness of delivery against each accountability)

1. **Safeguarding:** Educare records, attendance at Safeguarding training, My Concern records; feedback from DSL
2. **Regulatory compliance:** a successful exam audit to national standards; positive feedback from Academic and Pastoral teams;
3. **Exams Officer:** Successful exam period; feedback from AHTL; feedback from Finance team; successful exam audit; accurate exam records; up to date policies; exam record keeping; evidence of strategic leadership; exam access arrangements.
4. **Data Manager:** Feedback from academic and pastoral leaders; successful baseline testing processes; data relevant policies; induction records; progress reports; Engage data captures.

Key Individuals Impacted by the Job: (managers and supervisors; other roles only if applicable)

(Include number of people managed and job titles)

1. Assistant Head (Teaching & Learning)
2. Director of Sixth Form
3. Deputy Head
4. Heads of House
5. Heads of Faculty

Key Skills and Experience: (Knowledge, Experience, Skills & Abilities)

(List all relevant qualifications & length of post-qualification experience, or in-the-job experience, that is necessary)

1. A 'can do/will do' attitude.
2. Several years' experience working in a school, PRU or other education setting
3. A proven record of managing projects in an educational setting.
4. Experience or knowledge of administering public examinations.
5. Ability to communicate clearly, concisely and effectively in writing, on the telephone and face to face
6. Advanced knowledge of a range of computer packages, including Excel and Access
7. Experience or knowledge of administering public examinations.
8. Experience or knowledge of databases and School Information Management Systems
9. Ability to develop and maintain accurate computerised and manual records
10. Ability to analyse data and complete statistical reports.
11. Ability to prioritise to ensure that deadlines are met, whilst working under pressure
12. Ability to use own initiative and work proactively
13. Ability to think creatively, anticipate and solve problems
14. Ability to build and maintain effective working relationships with a wide variety of people
15. A diplomatic approach in dealing with difficult situations
16. Ability to maintain strict confidentiality in all matters
17. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
18. A commitment to deliver services with the framework of Claremont's equal opportunities policy
19. Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Key Relationships:

(Internal and External organisations or people (including job title) with whom you have regular contact)

1. All staff.
2. SLTs
3. School Office.
4. Finance Department
5. Exam Boards

Operating Environment and Context of the Role:

(The most challenging features (and reasons) of the job; any critical time constraints, the impact, influences and consequences of the work done etc.)

Claremont is a school of over 700 pupils situated across two main sites in East Sussex. The Prep School (Reception to Y8) is situated on the edge of St Leonards-on-Sea and occupies a large open site that includes a large number of sports fields, a sports hall and an astroturf space. The Senior School (Y9-13) is in Bodiam, about 8 miles north of the Prep School, and has a Sports Centre and astroturf space on site. The School has a diverse student body that includes a number of boarders, many of whom come from more than 20 countries across the world. Claremont has a strong academic and co-curriculum programme. Claremont is part of the International School Partnership (ISP), a group of more than 50 schools across the world.

This is a critical role based at the Senior School site in Bodiam. The role has two distinct but related parts. The first is to act as the Exams Officer for the School. This is a vital role and demands accuracy and attention to detail. The School has a full programme of GCSE, A Level and BTEC qualifications running and this post is instrumental in ensuring that the appropriate processes are followed. The School is an examination centre and, at times, hosts exams for private candidates or local Preparatory schools. The Exams officer needs to have a sense of humour and the ability to work with a range of teachers and leaders in the School. Their relationship with the SENDCo and Senior Academic Leaders is particularly important. Due to the nature of exam seasons the workload in this part of the job will ebb and flow during the year.

The second part of this role relates to the management of data in the School. Data forms a crucial element in ensuring effective monitoring of student progress. This role will work with the Assistant Head (Teaching & Learning) to ensure that middle and senior managers have access to data so that they can perform their roles effectively. The position will also play an important role in ensuring that the School's MIS is being utilised effectively by teaching staff. It is anticipated that the postholder would seek to organise their data manager work in harmony with the exam seasons each year.

This is a position that has the potential to have a significant and positive impact on a wide range of people. Ensuring a smooth and well run exams process is a critical part of any school's operations. Providing high quality data for staff equally has a high impact on the prospects of progress for many students.

This is a part time post (0.5 FTE). During exam seasons it is anticipated that the postholder will work a greater number of hours (negotiated on appointment).

Safeguarding:

(Details of responsibilities in relation to Safeguarding regulations and any other legal entity or any other governance and compliance. Our minimum statement is stated below and should appear in all job profiles along with any further specific requirements for the role)

Claremont School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition, the job holder will be expected to pursue professional development opportunities relating to safeguarding and keep up to date with national developments in the area.

Job Holder:	Name:		Date:	
Approved by SLT:	Name: Job Title:		Date:	

