

**SOLIHULL METROPOLITAN BOROUGH COUNCIL**

**ST. PETER'S CATHOLIC SCHOOL**

**Indicative Job Description**

***This authority has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and requires all staff and volunteers to share this commitment.***

Post Title	<b>Examinations and Data Manager</b>
Salary Grade	<b>Band E</b>
Full-Time Salary Range (incremental progression subject to performance in post)	<b>£30,507 - £35,934</b>
Responsible to	<b>Assistant Headteacher/Deputy Headteacher</b>
Responsible for	<b>Administration Assistant, Exam invigilators and other exam assistants</b>

**Location**

**St. Peter's Catholic School, Solihull.**

**Job Purpose**

**To be responsible for the administration and organisation of all aspects of:**

- **External examinations (in accordance with awarding body regulations)**
- **Internal examinations (in accordance with school regulations)**
- **Internal assessments**
- **Attainment and Reporting Procedures**
- **Student tracking and data for learning (including soft data)**
- **SIMS.net baseline data**

**Responsibilities**

**Internal and External Examinations**

- Upload KS2, KS4 and KS5 results
- Analysis of exams results for the Senior Leadership Team.
- To be the central point of contact for all staff for all of the planned and day-to-day aspects of the School's internal and external examinations and assessments.
- To create and share examination seating plans
- To ensure the school is compliant with JCQ regulations
- The dissemination of information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries for all external examinations to awarding bodies in advance of deadlines.
- Organising SEN provision, including liaising with the SEN co-ordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
- Providing a centre timetable to include dates, times, venues and number of candidates for both internal and external examinations, resolving of all examination clashes in accordance with regulations.
- Organising the examination rooms, in accordance with regulations, ensuring that all required materials are in the correct location for the start of the examinations and arrangements for candidates with special educational needs are in place. Providing safe custody of and organising examination stationery and materials, including question papers and the collecting and despatching of all worked scripts in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables and a confidence and presence to start the examinations in a large Sports Hall.
- Make all arrangements for invigilation, ensuring suitable and sufficient numbers of and briefing and training invigilators in School procedures.
- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
- Producing analyses of external examination results as required and in-line with agreed deadlines for the Headteacher, Senior Management Team, Governors, LA, DfE, etc.

- Overseeing the checking and distribution of certificates and reports, processing enquiries about reports, results, requests for return of scripts and requests for retakes, ensuring that costs of retakes, remarks etc are reimbursed by candidates/departments in line with the School's Charging Policy.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings and keeping up to date with the latest procedures and regulations for external examinations.
- Be responsible for the management, supervision & cost of invigilators, ensuring that due record is kept of their hours worked and information passed to allow for timely salary remuneration.
- Be responsible for the monitoring of the annual examination costs as compared to the approved budget, the collation and analysis of all additional costs, especially in regards to late fees and the collection and recording of all re-take charges.

#### **Internal Assessments**

- Organise the administration and invigilation for internal examinations.
- Producing analyses of internal assessments, internal examination results as required and in-line with agreed deadlines for the Headteacher, Senior Management Team, Governors, LA, DfE, etc
- Encouraging a positive assessment culture in school to which all staff and students subscribe

#### **Attainment and Reporting Procedures**

- Manage and be accountable for the effective use of the SIMS Assessment and Profiles' Systems;
- Manage the printing and distribution of Assessment and Profile reports sent to parents;
- Maintain/monitor Assessment Manager area of SIMS;
- Design and set up complex templates for each reporting session;
- Ensure correct data fields are inserted into report templates so that reports are complete and accurate;
- Independently resolve problems relating to data collection and reports to ensure smooth running of procedures;
- Work with the Leadership Team in setting clear and workable deadlines for data collection and to meet all deadlines.
- Procure external data summary reports (ASP and IDSR) and share with senior leadership team.

#### **Administration of student tracking and data for learning**

- Build templates and generate mark sheets required by departments to aid the recording, tracking and monitoring of student attainment and progress;
- Develop and maintain systems for monitoring and tracking of student progress including the use of and maintenance of SISRA analytics.
- Support the Leadership Team in the development and maintenance of the school's Management Information Systems;
- Design and set up aspects and mark sheets for data collection;
- Set up complex formulae for analysing student performance and confidential staff curriculum targets;
- Lead on importing results and database information from other systems, such as FFT, to provide a comprehensive set of base data for all students;
- Provide target setting information and examination performance reports for the Leadership Team, Governors and external agents such as OFSTED;
- Set up and manage systems for tracking the progress of students at each key stage;
- Set up and maintain subject specific mark sheets in line with school policy.

#### **SIMS.net baseline data**

- Be responsible for the annual admissions procedure and creating the new academic year.
- Liaise with Subject leaders. Lead Tutors and Senior Management Team to manage the banding, setting and resetting of students for the new academic year during the academic year.
- Set up systems to process and analyse Y9, Y12 and Y13 options information.
- Completion of the School Census and other statistical returns required by the LA and Government.

**To endeavour to maintain and develop the Catholic character of the School, in accordance with the direction given by the Governors, and subject thereto, the direction given by the Headteacher.**

**To perform any other reasonable tasks or duties commensurate with the Salary Grade as directed by the Headteacher.**
