



# **Brampton Manor Academy**

## **Exams and Data Manager**

### **Job Description**

Salary (£29,766 - £36,711 per annum; pro-rata)

Term time only plus three weeks

Full-time (36 hours per week)

Required to cover all examination results in August (4 days)

*The postholder is required to perform the duties below. S/he will be responsible to their line-manager and will demonstrate a genuine commitment to our equalities policy and the well-being of all students. This job description does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The School reserves the right to amend this job description at any time.*

#### **Principal Duties:**

- Overall responsibility for the consistent and accurate production of student and examination data using the school's management information system.
- To provide effective leadership and management of the school's daily cover arrangements
- To lead the effective administration of external and internal exams in accordance with identified regulations.

This will include the management of all student data and associated software.

#### **Responsibilities:**

The following areas of responsibility are for guidance only, they are neither comprehensive nor exhaustive.

#### **1 Generic Areas of Responsibility**

- 1.1 Ensure confidentiality at all times and ensure full compliance with GDPR
- 1.2 Maintain productive and efficient time management during the working day
- 1.3 Notify your line manager of any unforeseen problems where appropriate and in a timely manner
- 1.4 Maintain and develop a professional working relationship with all stakeholders and outside organisations
- 1.5 Follow school policies and procedures at all times
- 1.6 Check, respond and action, as appropriate, all communications from stakeholders promptly
- 1.7 Carry out administrative tasks as directed by your line manager
- 1.8 Contribute to the Child Protection and Safeguarding policies of the school
- 1.9 Undertake any additional duties as required by the Principal

## **2 Examinations**

*To lead on all aspects of external and internal examinations within the school*

- 2.1 Ensuring that you are familiar with the examination administration requirements as set out in the current JCQ document
- 2.2 Ensuring that the school's examination policy is updated regularly, taking into consideration any new JCQ/examination board requirements
- 2.3 Ensuring all public examinations are administered in full compliance of JCQ/examination board requirements arrangements
- 2.4 Ensuring that all examination entries are completed accurately and submitted to the examination boards by the stipulated deadline, ensuring that no late entry fees are incurred
- 2.5 Manage the distribution of individual examination timetables to the students through the relevant Progress Leader
- 2.6 Checking examination papers as they arrive and ensuring their secure storage according to JCQ and examination board guidelines
- 2.7 To ensure that all examination rooms/venues are set up in accordance with the relevant JCQ/examination board regulations
- 2.8 Ensuring that all examinations are conducted in strict compliance with the relevant JCQ/examination board guidance document
- 2.9 Ensuring all the necessary supporting documentation is in place for all students in receipt of any special examination arrangements such as extra time, reader etc
- 2.10 To lead on the training and allocation of invigilators for all exam sessions to ensure exam board requirements are adhered to
- 2.11 To maintain an up to date list of all specifications, syllabus code and examination boards for each subject at GCSE and A level
- 2.12 To liaise with the school's vocational coordinator and/or HOD with respect to any BTEC Quality Nominee meetings and ensure that all record keeping is up to date and in place for EV visits
- 2.13 Manage the download, printing and distribution of examination results to students in August
- 2.14 To liaise with the Head of Centre (The Principal) in respect of any instances of student or centre malpractice
- 2.15 To manage all examination appeals in line with examination board guidance

## **3 Assessment**

- 3.1 To liaise with the relevant senior leader to ensure that students' assessment reports are printed as and when required

## **4 Student Data**

- 4.1 Management of the SIMS student data information management system to ensure that it is accurate and fit for purpose
- 4.2 Submission of all statistical reports to both internal and external organisations, including termly census reports; downloading and uploading CTF files etc
- 4.3 To maintain up to date knowledge of current legal requirements of the student data areas
- 4.4 To print staff and student ID cards as required

## **5 Staff Absence**

- 5.1 Act as the school's staff absence manager. This involves taking calls or messages from staff not able to come to work and ensuring that this data is recorded appropriately
- 5.2 In liaison with the appropriate senior leader, arrange for the cover of absent staff
- 5.3 Produce reports as required on staff absence

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## Person Specification:

School Data Manager Criteria	Essential	Desirable	Measured By
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working as an exams officer</li> <li>• Experience of working with complex data</li> <li>• Experience of using a variety of software packages and managing management information systems and databases</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AF/I
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent including English and Mathematics</li> <li>• 'A' Level or equivalent / good degree</li> <li>• Information Management qualification</li> <li>• Be willing to undergo training and refresh skills as appropriate</li> </ul>	<input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	AF/I
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Knowledge of how the use of data can be used to improve performance and input into developing strategies</li> <li>• Able to develop and manage systems and procedures</li> <li>• Excellent working knowledge of appropriate use of ICT with respect to data collection and analysis</li> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Is organised and a meticulous at maintaining accurate records</li> <li>• Proficient in the manipulation of figures in spreadsheets and Microsoft Office applications</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, including Data Protection</li> </ul>	<input checked="" type="checkbox"/>       <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		AF/I
<b>Behavioural attributes</b> <ul style="list-style-type: none"> <li>• Ability to work as part of a team and to work independently and use own initiative</li> <li>• Able to act calmly at times of stress or pressure</li> <li>• Capacity for hard work and high expectations of self and others</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect</li> <li>• Takes responsibility and accountability</li> <li>• Demonstrates a "can do" attitude including suggesting solutions and achieving expectations</li> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas and developing new skills.</li> </ul>	<input checked="" type="checkbox"/>          <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>   <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		AF/I