

**Job Title:** Exams and Data Manager – Swavesey Village College

**Responsible to:** Deputy Headteacher

### **Overall Responsibility**

To take responsibility for the management and maintenance of the school management information system and reporting processes, and responsibility for an effective and accurate exams service. To manage the exams and data staff, and exam invigilators.

### **Duties**

#### **Exams Manager**

- ♦ To lead the Examinations team to ensure the efficient administration and timetabling of external and internal examinations
- ♦ Responsible for the administrative organisation of GL assessment Progress tests at KS3
- ♦ Accountable for ensuring compliance with exams access arrangements and Joint Council regulations with regard to external exams.
- ♦ To be responsible for completion of external exams remarking requests.
- ♦ Liaise with staff, students and parents regarding Special Consideration applications. Work jointly with SEND dept to arrange SEND student exam timetable organisation.
- ♦ Responsible for the billing and entry for external candidates, and collecting payments for re-sit exams.
- ♦ Management of exams budget and invigilator staffing budget including projected costs.
- ♦ Provide UCAS with Y11 CAP grades.
- ♦ Keep students and parents informed about exam arrangements and SVC expectations
- ♦ Receive, organise and analyse results on official results days in August. Process results for media, senior staff.
- ♦ Responsible for safe distribution of exam results to students.
- ♦ Recruit and train exam invigilator team.

#### **Data Manager**

- ♦ Maintain and ensure quality and integrity of SIMS and reports
- ♦ Develop the use of SIMS Assessment Manager and support staff in their day to day use of the system
- ♦ Oversee the production of student annual reports
- ♦ Prepare SIMS for the new academic year, including validating the new timetable and carrying out the initial transfer to SQL. Deal with bulk input of student curriculum data to ensure that accurate student timetables are available for the first day of the new academic year.
- ♦ Support Year 6 transition process and create Year 7 teaching groups based on received data.
- ♦ Maintain changes to the timetable and student curriculum throughout the year, and a continuous link between SIMS and Nova. To be a first point of contact regarding timetabling for staff.

#### **Data Protection officer**

- ♦ Act as local DPO, liaising with CMAT DPO as necessary and providing local point of support for data security. Act in accordance with legal provisions regulating confidentiality and security of data and information.

#### **Continuing Professional Development**

- ♦ Undertake any necessary professional development as identified in the Performance management process taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The postholder has a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people. Where the post holder has budgetary responsibility it is a requirement of the role to work within the school's financial regulations.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an enhance check with the Disclosure and Barring Service.