

Chief Executive: Mr Tarun Kapur CBE  
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Examination and Data Manager** at **Dean Trust Rose Bridge, Holt Street, Ince, Wigan, WN1 3HD.**

The position is based at Dean Trust Rose Bridge.

Salary – Grade 7 Commencing from SCP 20 - 23 £25,295 - £26,999 per annum.

- 37 hours per week, Monday to Friday
- Full Time Position
- Holiday Entitlement Dependent on Length of Service
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

#### **Method of Application**

The preferred method of application is electronically via email to [award@thedeantrust.co.uk](mailto:award@thedeantrust.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

#### **Closing Date**

Applications received after the **closing date of 5pm, Monday 22<sup>nd</sup> April 2019** will not be considered. **Interviews** will take place week commencing **29<sup>th</sup> April 2019**.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 510712 or email [award@thedeantrust.co.uk](mailto:award@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**  
**Dean Trust Rose Bridge**

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Holt Street, Ince, Wigan, WN1 3HD

t: 01942 510712

e: [enquiries@rosebridge.cfat.org.uk](mailto:enquiries@rosebridge.cfat.org.uk)

w: [www.rosebridgeacademy.co.uk](http://www.rosebridgeacademy.co.uk)

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## Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Examination and Data Manager</b>
<b>Reporting to</b>	<b>Assistant Principal for Assessment and Reporting</b>
<b>Main purpose of job</b>	<ul style="list-style-type: none"><li>• To be responsible for managing the efficient and effective administration of all internal and external examinations both general and vocational within the school, including liaising with staff, pupils, parents/carers, invigilators, examination boards, JCQ, other schools/colleges and other educational organisations.</li><li>• Present, interpret and analyse accurate data on pupil attainment and progress to SLT, Curriculum Managers and Heads of Year to support intelligent use of data to drive school improvement</li></ul>
<b>Key Examination responsibilities:</b>	
<ul style="list-style-type: none"><li>• Manage arrangements for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.</li><li>• Manage SIMS Examinations Organiser module, maintain course links in SIMS Course Manager and produce reports from SIMS Assessment Manager and SIMS.net</li><li>• Liaise with staff/Heads of Departments re pupil examination entries and registrations</li><li>• Disseminate examination information to staff, pupils, parents/carers, invigilators, including exam and invigilation timetables, regulations, guidelines and querying results</li><li>• Complete examination entries, check and securely store examination papers and send completed scripts to external examination boards</li><li>• Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and controlled assessment requirements</li><li>• Organise the school's invigilators, including training and ensuring up to date information is provided to them</li><li>• Responsible for the preparation of examinations, including room set up, attendance registers, providing and checking seating plans and stationary</li><li>• Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere when required</li><li>• Download examination results and provide data on examination entries, results and post results for SLT and teaching staff</li><li>• Ensuring annually changing JCQ and Awarding Organisation guidelines and procedures are followed at all times to meet JCQ inspections and requirements of Awarding Organisations, including those bodies outside the remit of JCQ e.g. AAT, NCFE</li></ul>	

- Drawing up and maintaining school examination policies (in conjunction with SLT) to meet statutory requirements as defined by JCQ
- To collate, prepare and submit the School Census
- To organise Cover as and when required

#### **Key Data responsibilities**

- Manage and maintain SIMS Assessment Manager
- Manage the production of interim and annual reports to parents in all year groups and to use data gathering from the reports
- Produce and publish individual pupil targets for teaching staff at the start of the year
- Support the work of other administrators when required
- Manage the school's commitment for reporting accurate data to the Trust, the DfE and other agencies
- Present, interpret and analyse reports on pupil progress, internal assessment data and examination results for SLT, Governors, Head of Year and Head of Departments
- Manage assessment windows in line with the school assessment cycle
- Lead the school process for producing reports to parents
- Provide staff, parents and other agencies with data on request
- Support with training wider staff on use of data analysis tools

#### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/ Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school and beyond
- To represent the school at events as appropriate
- To support and promote the school ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Executive Headteacher and Head of School

The job description will be updated where appropriate in consultation with the post-holder.



## Person Specification

<b>Education and qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• A good level of general education including GCSE Mathematics and English Language A*-C</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Administration qualification</li><li>• IT qualification</li><li>• Data management qualification</li><li>• Evidence of continual professional development</li></ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Experience of using SIMs Assessment Manager and SIMs Examination Module</li><li>• Experience working in an school environment in an examination administrative capacity</li><li>• Experience of working autonomously and part of a team, managing own workloads and meeting deadlines, setting priorities and achieving agreed targets</li><li>• Experience of planning and managing examination procedures</li><li>• Experience of producing accurate and timely reports</li><li>• Experience of working with various data analysis tools and systems, including uploading data, setting up filter parameters and interrogating data</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience of using SISRA Analytics</li></ul>
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Knowledge of examination and procedures and systems, awarding organisations and invigilation procedures</li><li>• Knowledge of relevant SIMS modules</li><li>• Knowledge of performance tables and school data</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Knowledge of Fischer Family Trust/Analyse School Performance</li></ul>
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• High level of attention to detail and accuracy</li><li>• Meticulous in approach</li><li>• Highly developed communication skills with the ability to communicate effectively at all levels</li><li>• Make decisions for the effective running of the administration related to examinations and data processes</li><li>• Ability to handle confidential issues and materials sensitively and appropriately</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Flexible approach to working in a busy office environment</li><li>• Ability to work independently, using own initiative or as part of a wider team</li><li>• Ability to undertake further training and development as required</li><li>• Excellent time keeping and record of attendance</li></ul>

