



Job Description & Person Specification

Job Title: Exams and Data Manager

Scale: 6

Job Purpose:

- To manage all administration in connection with the exam procedures
 - To process internal and external school data to facilitate detailed analysis.
 - To administer student data within school systems.
 - In view of the nature of the post and the environment in which the post holder works, the maintenance of confidentiality in all aspects of the job is essential.
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Reporting Arrangements

Reporting to: Assistant Headteacher

Accountable for: Invigilators

Main Responsibilities:

- Manage all administration of the examination system including the collection and collation of all entries, results and forecasts from the Subject Leaders.
- Be responsible for updating Exams Policies to ensure that our Exams remain compliant with JCQ regulations.
- Carry out risk assessments for any conflict of interest relating to the Examinations in accordance with JCQ.
- To be responsible for implementing new regulations at the start of each academic year upon the production of the JCQ ICE (Instructions for conducting examinations) booklet.
- Be responsible for the input of the entries onto the SIMS system and submitting to the Examination Boards.
- Liaising with the Examination Boards, Office Manager, Leadership Group, Staff, Students and parents.
- To work with the SENDCO to collate Special Needs Information in order to keep up to date records for the Exam Board Officials.
- To be responsible for all external and internal communications regarding examinations.
- To be responsible for co-ordinating JCQ and any other external assessor inspections.
- Check and collate exam papers and exam stationary as they arrive and ensure safe storage.

- To be responsible for the recruitment, management and training of the invigilators and be responsible for them during the examination sessions.
- Be responsible for the smooth running of the examination in the exam room.
- Be responsible along with the Assistant Headteacher for carrying out any malpractice investigations.
- Collate the examination papers in accordance with the instructions of the Exam Board and arrange collection by the appropriate collection agency.
- To be responsible for the management of the Examinations budget
- Be responsible for the safekeeping, security and confidentiality of the all examination materials.
- Delivery of annual assemblies to examination pupils with important Exam notices.
- Co-ordinate the Exam Results days in in August to ensure that students are issued with the results and are aware of the EAR policy.
- Arranging suitable invigilation for both internal and external exams in accordance with JCQ regulations.
- Assist with the management of options online, creating courses and setting permissions.
- Maintenance of Course Manager to ensure an accurate School Census.
- Organise the collection of internal assessment data through the creation of mark sheets/grade sets/aspects/results sets
- Undertake quality assurance methods to ensure the integrity of the data at all times
- Maximise the use of Assessment Manager
- Generate and produce progress reports issued once a term for all students
- Generate VACS, DALPS and other relevant analysis to support the Leadership team in tracking student progress.
- Provide training for staff on school systems and how optimise their use
- Prepare for the Leadership Team, Curriculum Leaders, Heads of House and other stakeholders the performance of different groups of students through internal and external assessment.
- Support the Trust Director of Data in the development and provision of data analysis, working with them to analyse overall school data and performance
- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable** - Open to change, to be flexible.
 - **Courageous** - Willing to speak up, offer ideas, challenge the norm.
 - **Hard Working** - Strong work ethic, prepared to go the extra mile.
 - **Inclusive** - Treat others fairly and equally.
 - **Engaged** - Involved/absorbed in your work, participate at all times.
 - **Value** - Add value to your role, your team and the Trust.
 - **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
 - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
 - **Encouraging** - Giving/offering support and confidence to others, working together.
 - **Navigator** - Providing guidance, leading when necessary.
 - **Tenacious** - Perseverance, never giving up, whatever it takes.
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Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent • Willingness and ability to obtain and/or enhance qualification and training for development in the post 	
Knowledge and Experience	<ul style="list-style-type: none"> • Prior experience in a similar role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Methodical approach to tasks with a keen eye for detail • Enthusiasm for the work and commitment to complete demanding tasks • Experience of working with confidential information • Awareness of current issues in education • Knowledge of the examinations system • Experience of working in a school environment • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Previous Experience as an Exams Officer and/or Data Manager
Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Working knowledge of school administration procedures • Ability to demonstrate engaging oral and written communication • Advanced Excel Skills 	
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player 	

	<ul style="list-style-type: none">• Willingness to undertake further training• Commitment to safeguarding and promoting the welfare of children• Full Driving License	
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