

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

Name:

Post: **Exams and Data Manager**

Salary: Point xx (NSB Trust Support Scale range Pt19 – 23)

Hours: 37 hours, 52 Weeks
8:30am - 4:45pm 4 days per week
8:30am-4:15pm 1 day per week
45 minutes unpaid lunch break daily

Line Manager: Deputy Headteacher

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of the Teacher Support Staff will include any activities which allow the teaching staff to become more effective in the classroom.

The main roles and responsibilities of the Exam and Data Manager's duties will include:

Data Management

- To ensure all required pupil information is gathered and entered into the relevant systems including, but not limited to, attendance, assessment records, admissions and leavers, pupil progress, targets, exam results, and new timetables.
- To take responsibility for all areas of data input, output and integrity within the school's Management Information System (MIS), Ed:Gen, ensuring that data is kept up to date.
- To provide reports and data sheets as requested for internal use for Heads of Year and Heads of Department, from both Ed:Gen, Class Charts, EduLink One and SISRA.
- To provide reports and data sheets as requested for external agencies or parents, from both Ed:Gen, Class Charts, EduLink One and SISRA.
- To produce accurate and timely data and reports for Trust Board meetings.
- To print pupil and staff timetables as required, including timetables for any mid-year admissions.
- To process any pupil timetable changes eg set moves or wing-half changes.
- To process and cleanse incoming data on students.
- To identify and investigate missing data and anomalies.
- To ensure that the school is maximising the use of its data systems to support our day to day running.
- To work with key staff to ensure that key lists, such as Pupil Premium, English as an Additional Language and Free School Meals lists, are accurate and available as required.
- To chase staff to ensure that student's academic data is recorded in a timely manner.
- To assist in the exclusions process to ensure that information is recorded accurately.
- To assist with Alternative Provision placements to ensure that information is recorded accurately.
- To ensure that parents receive appropriate and timely information about other portals that the school uses eg ClassCharts or EduLink One.
- To ensure students' target grades are assigned upon enrolment to the school and aspirational targets are monitored to assess if changes need to be made.
- To prepare termly academic report and yearly Form Tutor report templates .
- To publish termly academic report and yearly Form Tutor reports to parents and carers .
- To work with the Senior Leadership Team to ensure that academic reports are quality assured.
- To input academic data into SISRA in order for relevant stakeholders to analyse data.
- To download GCSE outcomes for results days into our MIS.
- Lead and manage student CENSUS exercises.
- Analyse behaviour data to identify trends and areas for improvement.
- Prepare and distribute weekly reports to the core team and Heads of Year.
- Working alongside Senior Leaders, to use data to support the development of strategies to drive positivity and prioritise support areas.
- Work closely with Heads of Department, Heads of Year and Senior Leaders to ensure data accuracy and integrity.
- Collaborate with teachers and staff to ensure effective use of behaviour data.
- Prepare and distribute weekly reports to the core team and Heads of Year.
- Alert staff where trends are identified in data.
- Provide training and support to new staff on using Ed:Gen.

Exams Management

- To lead and manage the Exam Invigilator Team to ensure we have a highly effective team, delivering in accordance to JCQ exams standards and guidance.
- To support in the recruitment process of Exam Invigilators.
- Provide timely training for all Exams Invigilators.
- Provide training to teaching staff on their roles and responsibilities for internal assessments.



- To arrange exams rooming, create exam and invigilation timetables, prepare seating plans, resolve any clashes that arise and make appropriate provisions for pupils.
- To ensure exam rooms are fit for purpose and follow JCQ regulations.
- To coordinate and submit accurate entries to the exam boards, following regulations and meeting deadlines in liaison with Heads of Department.
- To disseminate information about examinations to staff, pupils and parents, and to respond to any complaints, queries or feedback that may arise.
- To distribute and disseminate any communication from exam boards.
- To thoroughly check all exam papers and materials upon receipt, notifying exam boards of any errors.
- To ensure the strict security of examination papers.
- To support the Inclusion Team as necessary in the administration, applications and management for Special Arrangements and Special Considerations.
- To brief pupils on examination procedures and conduct and to produce guidelines for staff and pupils.
- To organise the completion of accurate examination registers.
- To ensure that all coursework, controlled assessments and relevant forms are sent off according to deadlines.
- To oversee moderator visits.
- To be present on GCSE results day to assist in the distribution of results and production of statistics.
- To oversee the checking and distribution of exam certificates.
- To deal with queries related to appeals, reviews of marking and other exam related issues.
- To regularly review internal and external exam procedures.
- To assist in the invigilation requirements for exams, including the supervision, training and allocation of new and existing invigilation staff.
- To ensure knowledge of the necessary policies, procedures, rules and regulation laid down by JCQ and the exam bodies is up to date and adhered to.
- To check and deal promptly with invoices relating to examinations.
- Any other reasonable task requested by the Headteacher, or his agent, particularly when teacher absence is low.

(Job Descriptions are not exclusive or exhaustive, some of these tasks are daily, weekly, termly or annually. The nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training, if not already specified within their job description, in order to ensure that adequate first aid cover is always available in the school.

The school has a uniform policy for students. It is therefore expected that staff will also follow the same high standards.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

September 2026

