

NEW MILLS SCHOOL

JOB DESCRIPTION

Job Title: Exams and Data Manager

Job Code: ASCH010

Grade/Scale: G8 PP12-15

Hours/FTE: 37 hours per week / 41 weeks pa (Term Time plus 2 weeks)

Responsible to: Headteacher/Assistant Headteacher

Main Purpose of the Job:

- To effectively manage SIMS as the school's Management Information System.
- To manage the organisation and administration of the school's external and internal examinations process

Key Responsibilities

SIMS Administration

- To manage the development, maintenance and management of record/information systems.
- To manage the input of data using SIMs packages to assist with the fully integrated student database.
- To manage the school MIS system (SIMS), set up staff accounts, access rights, attend training courses and train staff internally.
- To manage data input to ensure accuracy.
- To be responsible for DfE Statutory Returns – e.g. School Census - 3 times per year.
- To maintain accurate records of free school meals within SIMS and inform the relevant staff of any changes.
- To maintain accurate records of all groups in SIMS e.g. disadvantaged, LAC and EAL data
- To liaise with the Assistant Headteacher responsible for the timetable.
- To prepare SIMS for the coming academic year and perform student curriculum assignment Liaise with the Assistant Headteacher to produce timetables for the next academic year.
- To assist the Senior Leader in the production and maintenance of the whole school timetable, updating timetables for students and staff when necessary and maintaining accurate teaching set lists.

Data and Reporting:

- To input and monitor data accurately and efficiently using SIMs Assessment Manager.
- To provide detailed analysis and evaluation of data and produce detailed reports/information as required for SLT, Curriculum Leaders, Year Managers and Governors.
- To provide data to inform whole school and individual student targets.
- To produce and update student targets and assessment information as per assessment calendar.
- To produce data reports to inform parents of individual student progress.

- To produce detailed analysis of student targets and progress to the Senior Leadership Team and Curriculum Leaders.
- To provide data required for the analysis of examination results.
- To provide recommendations on school data collection, methods of analysis and methods of collection.
- To co-ordinate the collection, inputting, reporting and analysing of Key Stage and baseline/standardised test results.

Examinations

- To check and validate all examination entries prior to entry within the timescales set by the examination boards.
- To process the electronic entry of all candidates and the preparation of entry certificates.
- To ensure the security of examination materials and for the distribution of same to location of examination.
- To produce all documentation associated with the conduct of the examination including attendance lists and documents relating to extraordinary circumstances.
- To collect all examination and test results and ensure their secure transfer and storage, using a medium that allow full access for evaluation and analysis purposes.
- To plan and oversee the process for issuing results to students in liaison with appropriate staff.
- To set up and administer all internal exams and tests.
- To manage all exam invigilators, providing induction and ongoing training as required.
- To collate certificates for presentation evenings

General Responsibilities

- To provide cover for Reception at lunchtimes as required
- To perform duties, including lunch duties and attend meetings as required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- To contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date:

New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Online checks on shortlisted candidates may form part of the schools safeguarding due diligence, this would include a search of social media and search engine presence.