



**Data & Exams Manager**

*Giving you the support and training you need to make an impact*

**Start date: As soon as possible**

**Hours:** 36 hours per week; 52 weeks per year with three weeks’ compulsory working during summer holidays for A level and GCSE results.

**Salary:** Grade 9, Points 31 – 38 (£27,945 - £33,770 depending on experience)

**Location**: Hastings

**Deadline: 11am** on **Friday 20th October 2017**

**Ofsted**: [Requires Improvement](http://arkwilliamparker.org/about-us/ofsted-and-performance-data) (2015) *“Senior leaders and governors are taking effective action to tackle the areas requiring improvement in order to become good.” (March 2016)*

*Visits to our school are encouraged; to arrange, please call 01424 439 888.*

Ark William Parker is an 11 -18 all-boys school in Hastings, with a strong history in the local community and a bright future ahead as we work towards excellence. The area itself is one that has been identified by the current government as an ‘opportunity area’ (2017) for additional support and investment, making Hastings an attractive and affordable alternative to nearby seaside towns.

We are looking to recruit an experienced and enthusiastic **Data & Examinations Manager** with a strong administrative background (ideally within the educational sphere) to maintain and analyse data and to efficiently track and monitor our pupils’ progress through reports and exams. You will be responsible for the managing the administration of all examinations within the academy, ensuring staff, pupils and their parents have all relevant examinations information.

The successful candidate will:

* have experience and knowledge of data management within a secondary school setting;
* have excellent IT skills including the use of data management software, such as Bromcom and advanced Excel skills;
* have excellent analytical skills;
* possess excellent communication skills, with the ability to communicate at all levels;
* have excellent organisational skills with the ability to multitask and work to tight deadlines;
* be able to demonstrate initiative, often resolving problems intuitively and proactively.
* have experience of preparing and managing public examinations in an educational setting.
* have genuine passion and a belief in the potential of every pupil
* be committed to Ark’s ethos of high expectations.

**“**If you really want to make a difference, work with enthusiastic leaders, and be able to see progress happening every day, then this is the school for you.**”**  
*Darrel Barsby, Assistant Principal of Ark William Parker Academy.*

Visit [our website](http://arkwilliamparker.org/) for more information on the school. For an informal, confidential discussion, please contact our Recruitment Manager Francesca Waters on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org).

Please submit your application online by visiting <https://goo.gl/sJkqwt>. The closing date for the position is **11am** on **Friday 20th October 2017.** Interviews will be arranged as suitable candidates are identified, so early application is strongly advised.

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Data & Exams Manager**

**Reports to:**  Resources Manager

**Start date:**  As soon as possible

**Salary:** Grade 9, Points 31 – 38 (£27,945 - £33,770 depending on experience)

**Hours of Work:** 36 hours per week; 52 weeks per year with three weeks’ compulsory working during summer holidays for A level and GCSE results; other hours’ flexible outside of term time but must meet the needs of the academy and be agreed in advance annually with the Regional Director/Principal

**The Role**

To maintain up-to-date records of student assessment and personal details, ensuring that all data is accurate, current and confidentially stored. Manage the administration of examinations within the academy.

**Key Responsibilities**

**Data**

* Maintain all areas of data input, output within Bromcom including; student reporting, Census returns, admissions/leavers, exclusions, timetabling support, student contact details, staff details, examination data tracking/assessment data and recording of students’ special needs.
* Collect assessment data from various teaching staff, and data entry of such information into relevant systems.
* Upload and maintain the student assessment records of student progress, making sure that all information held is accurate and reliable working closely with the SLT member responsible for assessment and intervention.
* Provision of assessment information and reports (as and when required), to the DCSF, ARK, LA, Principal/Regional Director, staff, students and parents.
* Preparation of statutory reports as required.
* Maintain and regularly update information about the school in the academy self-evaluation.
* Design and produce data reports as required to meet the needs of senior leaders.
* Advise Principal regarding organisation and management of data systems.
* Access and disseminate attainment, progress, predictions and value added data to subject leaders and SLT from the following sources:
  + Data Enabler
  + Fischer Family Trust
  + BGFL org/perform
  + ARK
* Assist in data entry for the production of the school timetable and other tasks such as rooming and printing timetables
* Engage with ARK network events, meetings and consultation about data

**Examinations**

* To be the named contact for Awarding Bodies and to liaise with them as necessary.
* Liaise with teaching staff to ensure that student examination entries are correct and that deadlines are met for the despatch of all coursework to moderators.
* Process and input all examination entries with the appropriate Awarding Body, by the set deadlines.
* Ensure that all examination materials are stored securely.
* Manage internal and external examination timetables and accommodation, in liaison with SLT.
* Recruit and manage examination invigilators.
* Ensure that each examination is conducted and invigilated in accordance with Awarding Body regulations.
* Despatch all public examination papers to the appropriate examiner in accordance with time scales set by the Awarding Body.
* To be available for work in August in the three weeks from A level results download until the end of the holiday period. To lead on downloading all results, ensuring all results are in the system and that results are accurate; submit queries and remark applications and address all matters surrounding results and exam boards.
* Ensure that student certificates are checked, recorded and stored securely until students collect them.

**Other**

* Manage the casual admissions and leavers procedures, liaising with students and collecting and storing the relevant information, in order to maintain the smooth running of the process.
* Any other duties commensurate with the grade and post, and/or required by line manager.

**Person Specification: Data & Exams Manager**

**Qualification Criteria**

* Right to work in the UK

**Experience**

* Experience of working in a similar role in a school environment
* Experience of working with Bromcom
* Experience of working in Excel

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful and positive nature, calm and caring
* Energetic and dynamic
* Understanding of the importance of confidentiality and discretion

**Specific Skills**

* Good IT skills
* Good administrative and organisational skills
* Good communication skills

**Other**

* Commitment to the safeguarding and welfare of all pupils.
* This post is subject to an enhanced Criminal Records Bureau disclosure.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*