UTC Warrington

Examinations & Data Manager

Vacancy: UTCW Examinations and Data Manager

Job start: ASAP

Closing date: 9:00 am Monday 11th December

Interviews: Thursday 14th December

Salary: NJC Scale 6 SCP 18 –22 FTE £29,269 - £31,364
        (Actual Salary - £27,355.26 - £29,313.28) Pro rata term time only + 4 weeks

Benefits: Local Government Pension Scheme

Location: Warrington

Contract type/Hours: Term time only + 4 weeks/37 hours p/w

Contract term: Permanent

Introduction

We are seeking to appoint a highly organised and efficient Examinations and Data Manager to work within the UTC Business support team, to oversee the management of the colleges MIS system, examinations, census, and cover. The post holder will be expected to promote the vision and values of the college with all stakeholders including parents, visitors and the wider community. We operate a culture of continued professional development and are looking for an enthusiastic, committed individual to join our team.

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an Outstanding institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university, or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the Northwest and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for high-quality roles within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications.

The role of the role of examination and data manager is integral to the effective operation of the college. The successful candidate will ideally have worked in a school and have experience working with a Capita SIMS.

How to Apply

If you wish to apply, please email ldevine@utcw.co.uk with a covering letter of no more than 2 sides of A4 explaining your suitability for the post, no later than 12pm on **Monday 11th December**.

Shortlisted candidates will be invited to interview on **Thursday 14th December**.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

Please take the opportunity to find out more about life at the UTC through our website and socil media channels:

Website: www.utcw.co.uk
Facebook: www.facebook.com/UTCWarrington
Twitter: www.twitter.com/UTCWarrington
Instagram: www.instagram.com/utc_warrington

C Hatherall
November 2023

UTCW Examinations and Data Manager
Job Description

Job Title:	UTCW Examinations and Data Manager
Salary:	NJC Scale 6 SCP 18 –22 FTE £29,269 - £31,364 (Actual Salary - £27,355.26 - £29,313.28) Pro rata term time only + 4 weeks
Job Purpose:	To oversee the management of the colleges MIS system, examinations, census, and cover.
Accountable to:	Senior Leadership Team
Main Duties and responsibilities:	**The role** The successful candidate will have responsibility and oversight for the following implementation areas and will work with the SLT/head of subject/faculty and the wider UTC team to: **Examinations** • Have responsibility for exam entries for all pupils, ensuring entries are submitted for external examinations to awarding bodies in advance of deadlines and resolving examination clashes in accordance with regulations. • Manage the external examinations process for all pupils in accordance with regulations. This will include registration of new pupils with all exam boards, advance planning and communication with pupils and staff, rooming, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with SEND are in place. • Ensure correct special educational needs and disability (SEND) provision, including liaising with the relevant SENCO, regarding candidates with SEND and applying to awarding bodies for special arrangements for such candidates. • Prepare and communicate a centre timetable to include dates, times, venues and number of candidates. • Manage invigilation of all examinations, including timetables, invigilators, communicating timetables and providing training as appropriate.

	- Prepare and distribute examination timetables to candidates.
- Support staff in the timely dispatch of non-examined materials/coursework etc. To the relevant examination boards
- Organise the results process for all pupils, being present and available in the UTC on the days when results are notified and overseeing the distribution of results to candidates.
- Process enquiries about results and requests for return of scripts.
- Disseminate information, answer enquiries and deal with complaints regarding external examinations with staff, pupils and parents.
- Ensure that costs of retakes, etc., are reimbursed by candidates as appropriate.
- Oversee the checking and distribution of certificates for all pupils including arranging the annual certificate presentation evening.
- Prepare an indicative budget for examination entries for academy budgeting purposes, advising the principal during the year with regard to exam budget control.
- Encourage a positive examination culture in the UTC to which all staff and pupils subscribe.
- Keep up to date with the requirements of the role by attending appropriate awarding body and other training meetings, etc., and keep up to date with the latest procedures and regulations for external examinations.
- To ensure compliance with JCQ regulations by regularly updating procedures and policies.
- To work with the senior leadership team and middle leaders at the UTC to ensure that all deadlines are met, and that MIS systems and examination administration is complete and accurate.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Management of reporting & assessment data
  - Import baseline assessment data assessment scores.
  - Develop and maintain target data from baseline assessments, such as FFT, ALPS, CATS and GL, including the appropriate use of regression data.
  - Submit returns to the relevant external agencies regarding entries, examination results and baseline |

testing.

- Liaise with the SLT to investigate ways to improve reporting from the College's MIS system, to take advantage of advanced reporting routines and features of the various systems by undergoing appropriate training.

Data management and analysis responsibilities

- To ensure the correct administration of the college MIS with the UTC business support team.
- Produce, for academic staff, summary profiles for all new pupils as soon as possible after they join the school.
- Liaise with the IT Support team regarding all technical aspects of the College's data management e.g., implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.
- To prepare data for the Senior Leadership Team when required.

Assessment and reporting

- Assist with the production of communications to parents in relation to reporting and tracking.
- Maintain an organised record of the reports generated per year group, over time.

Professional Development

- In consultation with Senior Leadership, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity.
- Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies (e.g. Cloud based MIS systems and PowerBi) as a data tool and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences.

Census

- Lead the submission of the college census returns to the Department of Education.

	• Ensure that any errors or queries are responded to and addressed in a timely manner.
	Cover
	• Managing and organising cover for absent staff both teaching and non-teaching.
	• Organising and providing induction and support for supply staff both teaching and non-teaching.
	• Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
	• Managing and monitoring relevant budgets.
	• The line management of all cover supervisors including their induction & training.
	• Liaising with supply agencies to find cover staff when required.
	• Liaise with the Principal or Vice Principal to manage planned cover requests.
	Culture and Communication
	• Attend meetings as required.
	• Organise and prioritise the processing of assessment data in line with the college calendar to ensure the timely flow of relevant information.
	• Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.
	• Train and support staff entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of the UTC's MIS.
	Policy and Planning
	• Document procedures relating to the regulatory aspects of the Exams Officer's remit.
	• Contribute to the implementation and compliance of data protection and GDPR policies as it relates to the use of data and databases.
	• Work with the SLT to set and monitor clear and workable deadlines for data collection and to meet all deadlines.
	Safeguarding Responsibilities
	• The provision of a safe environment in which children and young people feel heard
	• Being aware of the indicators of abuse and neglect
	• Ensuring vigilance in recognising changes in behaviour

	or mood • Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy • Attending Safeguarding training and updates as requested by the College. The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate. This list is an example of the responsibilities for the role and not exclusive.
Responsibilities common to all staff:	All staff are expected to: • Foster UTCW's vision and objectives. • To ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students. • Effectively discharge UTCW's responsibility for safeguarding students. • Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • To engage actively in the performance review process • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • Attend appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. • To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public. • To be responsible and accountable for carrying out the post with regard to the college's Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures. • Carrying out any other duties associated with the work of the College as may be directed by the Principal, commensurate with the grade of the post.

Person Specification

	Essential	Desirable
Qualifications:	• Educated to GCSE or equivalent level, including at least a grade C/5 in English and Maths (or equivalent).	• Higher Education/degree.
Skills:	• The resilience to thrive in a busy and fast paced working environment. • Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. • Excellent ICT skills including the ability to use specialist packages. • Excellent literacy & numeracy skills. • Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures. • Ability to identify own learning needs and actively seek development opportunities. • Be able to handle confidential issues sensitively and appropriately. • Flexible, motivated and committed to high standards of working in a professional manner.	
Experience, knowledge and understanding:	• Awareness of the importance of safeguarding. • Experience of Capita SIMS. • Ability to meet deadlines. • The ability to work calmly uder pressure and to respond flexibly to changing demands.	
Characteristics:	• Positive and pro-active approach. • Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. • Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge.	• Enhanced DBS.

	- Highly personally credible and able to represent UTCW with external agencies, particularly employers. - Strong team working skills and the ability to work effectively with people.	

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.

November 2023