

## Job Description

### Post: Data and Exams Manager

#### Purpose

To assist SLT, teaching colleagues and learners, and also be expected to contribute to the overall ethos / work aims of the academy.

To provide effective administration of the academy's data tracking system, by responding efficiently to routine and ad hoc request for data from the system.

#### Duties and Responsibilities

- Lead on the collection, processing, analyses and reporting of school data and information
- Lead on the implementation, maintenance and updating of spreadsheets and data
- Lead on the preparation of data collection sheets where data is collated through this method
- Lead on the preparation of systems for reporting to parents; setting up the reporting window, amending the report template, entering comment banks where appropriate
- Lead on the monitoring of the reports process
- Lead on the proof reading of the reports prior to going to parents
- Lead on arranging for duplication of reports where needed
- Lead on arranging for the reports to go to parents by the deadline set on the Academy Calendar
- Lead on preparing feedback for departments about the quality and accuracy of reports
- Lead on the completion of the annual returns to DofE including the tri-annual CENSUS. Work with the Senior Administrator on the School Workforce return CENSUS.
- Lead on the collation and return Key stage 3 teacher assessments to QCA
- Work with the Exams Assistant to ensure all scholars are entered and take exams
- Ensure that staff have had relevant exams training
- Work with the Exams Assistant to ensure all scholars receive accurate results on time
- Lead on the population and maintenance of the online room booking system as required
- Using the Keep Kids Safe texting service to contact parents when necessary
- Lead on and work with the SLT lead to produce an annual staff duty rota, updating it as necessary throughout the year
- Photocopying/distribution of documents/producing letters/filing
- Respond proactively to individual requests

To undertake additional duties as required, commensurate with the level of the job.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***