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| **Job Title:** Data and Exams Manager | **Salary Range:**  Grade 4a |
| **Responsible to:** Deputy Headteacher | **Location: Central Academy** |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**Purpose of the role**

The Data and Exams Manager will provide a high level of organisation and order to our data collection practices and further develop the use of data at all levels across the school.

The role includes responsibility for the organisation and analysis of all internal and external data and as such the post-holder will be expected to:

* Be responsible for all technical aspects of the school’s assessment data base
* Be professional and consistent in upholding agreed principles and practices
* Be approachable and enable two-way communication
* Listen to and support colleagues
* Inspire others through a positive and enthusiastic approach
* Introduce and lead new developments appropriate to the role

**Main tasks and duties to include:**

* To lead and manage the school’s data management function ensuring that systems are up to date and fit for purpose
* To prepare, produce and deliver data required by the school in its day-to-day work and for self evaluation and strategic planning purposes
* To arrange and share daily known cover for teaching staff
* Request, collect and collate assessment data associated with central collection of data
* Student timetabling
* Produce analysis of performance data following each reporting period or examination results
* Produce data reports for teachers and senior managers when required
* Lead on the production of reports to parents in accordance with the school reporting policy
* Maintain, import and export accurate and up-to-date data
* Develop and oversee school use of SIMS
* Prepare and complete information and data for statutory returns (e.g. School Census)
* To use and develop appropriate systems that work in conjunction with SIMS
* Liaising with Heads of Faculty for the collection of academic information on students and input of data in to Progresso
* Establishing effective links and consultation procedures with Examination bodies
* Producing the timetable of internal examinations and the invigilation programme
* To be responsible for all external examination matters including:
	+ registering Central Academy with all the appropriate examination boards
	+ collecting and dealing with all correspondence from examination boards and taking appropriate action where necessary
	+ disseminating information from examination boards to departments
	+ collecting and sending entries, provisional and final and forecast grades, to examination boards at the appropriate times
	+ providing examination information to students (timetables, examination start times) taking examinations
	+ providing papers are in safe keeping until required
	+ preparation and planning of the examinations season including contact with the various boards
	+ co-ordination of the release of information to the students
	+ assisting the Senior Leadership Team with the provision of statistical information and collating results
	+ sending off of completed papers and obtaining proof of postage

The school will undertake to provide access to appropriate and relevant training in relation to all aspects of the role.

The post-holder will be expected to carry out a range of other tasks that fall within the framework of the key tasks and key purpose and as such the post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Data and Exams Manager.