**Data and Examinations Manager**

**Job Description**

**Line Management:** As per current staff structure

Job Title: Data and Examinations Manager

Location: Ripplevale School, Rochester

Job Summary: The Data and Examinations Manager at Ripplevale School in Rochester plays a pivotal role in managing and maintaining accurate data systems and overseeing the smooth administration of examinations within the school. This position requires meticulous attention to detail, excellent organizational skills, and the ability to work effectively within a team environment.

1. Data/Examination Management:

* Maintain accurate and up-to-date student records using the school's management information system (SchoolBase).
* Ensure compliance with data protection regulations and best practices.
* Generate reports and analyse data to support decision-making processes within the school.
* Collaborate with relevant stakeholders to identify and address data-related issues.
* To manage and implement school timetables
* Overseeing the collection, analysis and interpretation of student data (to include attendance, academic, therapeutic and pastoral data) to inform decision-making processes.
* Collaborating with academic staff to embed recording processes and to optimize data collection to improve data quality.
* Implementing and maintaining data management systems and procedures.
* Ensuring compliance with data protection regulations and safeguarding student information.
* Support with the ‘Cover’ processes.

2. Staff Training and Development:

* Provide training and guidance to staff involved in examinations administration, including invigilators and examiners.
* Keep abreast of changes in examination regulations and communicate updates to relevant stakeholders.
* Develop and maintain documentation related to examinations procedures and protocols.

4. Communication and Collaboration:

* Serve as the primary point of contact for inquiries related to examinations and student data.
* Collaborate with academic staff, senior leadership, and external agencies to ensure the smooth running of examinations and the effective use of data.
* Communicate examination schedules, deadlines, and procedures to students, parents, and staff.

5. Continuous Improvement:

* Identify areas for process improvement within the data management and examinations administration functions.
* Propose and implement initiatives to enhance efficiency, accuracy, and compliance.
* Participate in school-wide initiatives and committees as required.

The job holder is required to undertake other duties from time to time as required by the Headteacher which may include attendance at your place of work outside of the term time teaching commitment.

You are required to comply with all Health and Safety guidance within your areas and rooms and to work collaboratively with your colleagues to maintain a health and clean environment.

Standards and quality assurance

1. Support the aims and ethos of the School and College;

2. Set a good example in terms of dress, punctuality and attendance;

3. Attend and participate in open evenings and student performances, including supporting out of school/college activities and events such as activities which extend beyond the school day;

4. Uphold the School and College behaviour code and uniform regulations;

5. Participate in and provide staff training within areas of responsibility and experience.

6. To provide management support to the school and college, outside of term time, in order to enable the achievement of the School and College development plan aims, objectives and targets.

Arrangements for appraisal of performance

The role of the Admissions Manager will be monitored through the schools appraisal programme by Headteacher.

Supervision

To engage with the formal process of supervision within the school in which the workload and performance of staff is constructively analysed and reviewed each term.

Equality and Diversity

Be aware of and support differences and ensure that the schools equalities and diversity policies are followed.

Safeguarding

Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection; Health and Safety; Confidentiality; and GDPR and report all concerns to the Headteacher, or the Safeguarding Team.

The jobholder is required to contribute to and support the overall aims and ethos of Ripplevale School and College. All staff are required to participate in training and other learning activities, and in appraisal, supervision and development as required by the School and College policies, practices and development plan.

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| **Signed** |  | **JOB HOLDER** |
| **Printed Full Name** |  |  |
| **Dated** |  |  |
| **Signed** |  | **Headteacher** |
| **Printed Full Name** |  |  |
| **Dated** |  |  |