

# St Augustine Academy

## Job Description



<b>Job Title:</b>	Data and Examinations Manager	<b>Reports to:</b>	Assistant Principal (Data and Assessment)
<b>Grade and Range:</b>	WAT grade H pt.26-30	<b>Line management responsibilities:</b>	Data and Exams Assistant Exams Invigilators

<b>Purpose and Context:</b>	To oversee all aspects of data management and examinations within the Academy to ensure the integrity of student data, compliance with regulatory requirements, and the smooth implementation of internal and external examinations.
<b>Duties and Responsibilities</b>	<p><b>Data Management:</b></p> <ul style="list-style-type: none"> <li>• Oversee the maintenance and accuracy of the Academy's Management Information System (MIS) and other academy wide packages.</li> <li>• Analyse student data, generate and present high quality reports on student performance, attendance, and other key metrics for senior and middle leaders, the trust and external stakeholders.</li> <li>• Work within accordance to data policies to ensure compliance with data protection regulations (e.g., GDPR).</li> <li>• Ensure the accuracy of data submissions for statutory returns (e.g., census, examination entries).</li> <li>• Manage data validation processes and troubleshoot issues in coordination with relevant departments.</li> <li>• Produce quality student reports as per the assessment calendar.</li> <li>• To assist with maintaining the Academic Timetable throughout the academic year.</li> </ul> <p><b>Examinations Administration:</b></p> <p>Lead on the following areas, line managing the Exams Assistant in:</p> <ul style="list-style-type: none"> <li>• Planning, organisation and delivery of all internal and external examinations across KS3 and KS4 ensuring they are carried out in line with Academy's calendar, rules and board regulations.</li> <li>• Liaising with awarding bodies to ensure compliance with regulations and deadlines.</li> <li>• Managing the creation and dissemination of exam timetables and seating plans.</li> <li>• Oversee the secure storage, distribution, and collection of exam papers and materials.</li> <li>• Support the Examinations Assistant in working alongside the SENDCO to ensure the coordination of access arrangements for students with specific needs is in collaboration with the SEN department.</li> <li>• Handling post-results services, including issuing of exam results, certificates, appeals and remark requests.</li> <li>• Arranging and conducting ad hoc admission tests, including CAT Tests.</li> </ul>

	<ul style="list-style-type: none"> <li>• To be conversant with current regulations and practice for the conduct of all examinations, including BTEC, NCFE, LIBF and all non JCQ Exam Boards and to update the relevant policies and procedures so as to remain compliant with all relevant bodies.</li> <li>• To be responsible for the exams budget, producing accurate forecasts and other relevant activities.</li> </ul> <p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Work with year heads, families and the attendance team to administer the process around in year admissions.</li> <li>• Oversee and coordinate the Year 6 to Year 7 admissions process, including managing applications and ensuring compliance with admissions policies and deadlines.</li> </ul> <p><b>Compliance and Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Monitor adherence to examination regulations and maintain relationships with awarding bodies and regulatory authorities.</li> <li>• Prepare and manage audits and inspections relating to data and exams.</li> <li>• Develop and maintain risk assessments and contingency plans for exams.</li> </ul> <p><b>Team Management</b></p> <ul style="list-style-type: none"> <li>• Supervise and support the Data and Exam team (which includes invigilators), ensuring their training and professional development.</li> <li>• Allocate tasks and responsibilities effectively within the team to meet deadlines and objectives.</li> <li>• Provide clear communication and guidance to ensure consistent practices and standards.</li> </ul> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Act as the primary point of contact for queries related to data and exams for staff, students, parents and external agencies.</li> <li>• Collaborate with academic and administrative department to streamline processes and address issues.</li> <li>• Provide training and updates to staff on data and exams related procedures and policies</li> </ul>
<b>Culture and Ethos</b>	<ul style="list-style-type: none"> <li>• Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Attend team meetings and staff meetings as required.</li> <li>• These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.</li> </ul>

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change.

**All staff are expected to;**

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on Keeping Children Safe in Education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

**Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

**Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: .....

Date: .....

Signed: .....

(Principal)

Data and Exams Manager	
Education and Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>GCSE passes in literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>Any relevant training relevant to the post (e.g., GDPR).</li> </ul>
Experience and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Proven experience in data management, data analysis and examinations administration, preferably within an educational setting.</li> <li>Strong knowledge of examination processes, including JCQ regulations or equivalent.</li> <li>Proficiency in using Management Information Systems (e.g., SIMS or similar).</li> </ul>	<ul style="list-style-type: none"> <li>Leadership or team management experience.</li> <li>Familiarity with statutory reporting requirements in education.</li> <li>Experience in preparing for audits and inspections.</li> </ul>
Skills and Abilities	
Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent organisational and analytical skills.</li> <li>Excellent verbal and written communication skills.</li> <li>High level of accuracy and attention to detail.</li> <li>Discretion and professionalism in handling sensitive information.</li> <li>Proficiency in Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>Ability to lead and motivate a team effectively.</li> <li>Strong adaptability to evolving systems and regulations.</li> <li>Ability to provide data-driven insights.</li> </ul>
Motivation	
Essential	Desirable
<ul style="list-style-type: none"> <li>Committed to the safeguarding of young people</li> <li>Willing to support and promote the ethos of the Trust/Academy</li> </ul>	<ul style="list-style-type: none"> <li>Willing to expand on current experience</li> <li>Stay updated on changes to regulations and best practices in data management and exams administration.</li> </ul>
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> <li>Reliable</li> <li>Adaptable</li> </ul>	<ul style="list-style-type: none"> <li>A proactive and positive mindset</li> </ul>