Job Description

Job Title:	**Exams and Data Manager**
Salary:	**Grade 8: £32,250-36,842 pa**
Hours:	**37 hours per week, 52 weeks per year**
Responsible to:	Head of Student Records, Data & Systems

Overall Job Purpose:

To help implement, oversee and manage all of our examination processes. This will require effective liaison with Exam Boards, students, staff and Senior Leadership and to work with the Deputy Headteacher to support the provision and delivery of academy related data.

Duties and responsibilities

- To develop the procedures and processes for collecting, distributing and analysing pupil performance data using the school management system (Arbor), including production of written pupil reports to parents.
- To develop a thorough understanding of the regulations and requirements of all examinations held by the school, both internal and external and ensure the school systems and procedures are fully compliant.
- Responsible for the public examination cycle ensuring compliance with the Joint Council for Qualifications (JCQ) and Exam Board regulations from first entries through to post results services, including final distribution of exam certificates.
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils are in place and evidenced.
- To co-ordinate internal and external examination arrangements within school, ensuring that all security arrangements are undertaken and that the examining bodies' regulations and timetables are complied with at all times.
- To disseminate information about public exams to staff, pupils and their parents.
- To liaise with staff, parents, pupils and to deal with queries and complaints about public examinations.
- Drawing up internal and public examination timetables as soon as is practicable in order to determine issues related to invigilation and general school planning.
- Keeping up to date with examination requirements, including the development of appropriate computer systems, to meet the needs of the public examination system.
- Line management of the Exams and Data Assistant.

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. An enhanced DBS check will be required for the successful candidate.

Data Management

- Work with the Trust's Head of Student Records, Data & Systems and the Data Managers from other Trust schools to ensure school data procedures conform to the requirements of the Trust.
- To work closely with the Deputy Headteacher in charge of pupil progress and assessment to coordinate and maintain the school's data and assessment systems (Arbor).
- To be responsible for ensuring the data is accurate and up-to-date.
- To prepare reports for students and parents.
- To produce accurate data analysis for Stone Lodge Senior Leaders and for Trust Senior Leaders.
- To support with the school pupil census data collections.
- To enable and support high-level teaching and learning across the Trust

Exam Management

- Recruit, train and manage invigilators as required. To co-ordinate effective invigilation for all external public examinations and formal internal examinations.
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing.
- To produce guidelines on examination procedures and conduct for staff and pupils.
- Managing and resolving examination clashes in accordance with guidance and safeguarding procedures.
- Carry out necessary administrative tasks related to the organisation of examination sessions.
- Support the SENCO to implement access arrangements and reasonable adjustments as required.
- Manage arrangements for the safe, secure storage and dispatch of all examination materials.
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required.
- To monitor examination expenditure, checking all examination fees and charges from each examination board.
- To monitor access to secure exam board websites.
- To maintain candidate exam numbers; UCIs and ULNs for all current students in years 9 and above.
- Facilitate and lead the inspection visits from JCQ, ensuring that examination policies and procedures are adhered to and evidenced.
- Be familiar with data analysis reports and tools, and be able to analyse and share results with stakeholders as appropriate.
- Arrange receipt, checking and distribution of examination results and certificates to candidates.
- Prepare for and attend GCSE; GCE and other results days, distributing documentation to staff and dealing with enquiries about results, where appropriate, from students, staff and parents.
- To arrange for reviews of marking, retrieval of scripts and enquiries about results with the examination boards.

Person Specification

STONE LODGE
SCHOOL

Area	Essential	Desirable
Qualifications	• 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Mathematics • Relevant Level 3 qualification or above, or equivalent work experience	Degree level or equivalent qualification in a relevant subject
Experience	• Work in an administration environment • Work with confidential and/or sensitive materials • Managing a team • Managing time and workload to meet deadlines • Use of management information system (preferably Arbor) • Working with data sets • Working with awarding bodies and regulatory organisations, • Complying with statutory regulations set by external bodies	Experience of working in the education sector Managing the administration of examinations .
Knowledge/ Skills	• High standard of communication (verbal and written) • Effective interpersonal skills • Competent with common IT systems, e.g. Microsoft Office, MIS • Ability to analyse data, spot trends and to manipulate data to suit differing audience needs using differing software packages and/or Microsoft Excel • Time management and planning • Ability to work flexibly and quickly under pressure • Ability to work across multiple projects and deadlines • Ability to follow policies and procedures set by the trust, school and external agencies	
Personal attributes	• Meticulous organisation skills • Excellent attention to detail • Flexibility over working hours • High level of confidentiality and the highest levels of integrity and honesty • Ability to work well in a team, and independently • Ability to keep calm under pressure • Personal commitment to the school's professional standards, including dress code, at all times • Commitment to the safeguarding and welfare of all students	
Continuing Professional Development	• Willingness to attend training as appropriate. • Committed to continue own professional practice.	Evidence of recent, relevant CPD

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