

Job Description

Job Title:	Data and Examinations Manager	Reporting to	Vice Principal
Grade and Range:	WAT Support Grade G pts 20 - 25	Supervises:	Invigilation team
Purpose and context:	To support senior leadership in developing and managing efficient and effective systems pertinent to the Academy's data management, student progress and examination performance		

Main Duties (Data):

To maintain the Assessment

1. Data environment, primarily SIMS;
 - a) Ensure that data capture Marksheets are up to date and accurate.
 - b) Create and amend Aspects / Marksheets / Reporting Templates as meets the needs of the Academy (ensuring all changes are documented)
 - c) Liaise with staff as necessary over ad hoc data requests (i.e. tracking Marksheets)
 - d) Input external data when required (CATS / BTEC results/ FFT Targets/ CTF files and PP data)

 2. To compile and produce reports for parents and other interested parties.
 3. To compile data reports for members of staff and the SLT pertaining to attainment of students.
 4. To carry out the SIMS End of Year Routines and the implementation of the new Academic timetable; providing support for the maintenance of courses / learning aims, promotion of students, allocation of classes and the creation of and input of new targets.
 5. To assist with the creation of the Academic Timetable and maintain the timetable throughout the Academic Year.
 6. To compile and submit statutory returns including the Census return and the School workforce census return/ DFE data checking exercise/ KCC returns/ destinations analysis/in year leavers and transfers.
 7. To maintain accurate SIMS records.
 8. To input, maintain and use 4 Matrix in order that student data can be analysed by teaching staff.
 9. Admissions – Preadmission testing to be carried out and relevant data inputted into SIMS. Data input for all new admissions into year 7 and any transferring students as well as contacting schools to secure all relevant information.
 10. To assist in the maintenance of year 6 offers, downloading of ATF files and input of all data from data collection forms including permissions and the follow up of any missing data.
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11. Data handling of examinations results

12. Maintenance of course Manager.

13. Administration of a home lease scheme for laptops/electronic devices including liaison with the IT contractor.

Main duties (Examinations):

1. Manage all public examinations ;
 - a) Ensure that all exam activities are carried out in a timely and accurate fashion in line with Academy rules and Board Regulations; including submission of entries, seating arrangements, issue of timetables and other advices as agreed, receipt and storage of question papers, conduct of exams, check & dispatch of completed scripts, issue of results and certificates
 - b) Ensure that authorised Access Arrangements are put in place for examinations
 - c) Recruit and manage the team of invigilators ensuring that they are conversant with Exam Board Regulations and Academy rules, and carry out their duties appropriately.
 - d) Ensure that the examination environment meets the exam boards' requirements.
2. Arrange and conduct internal examinations, as required by the Vice Principal. Internal examinations are conducted in accordance with the same rules that govern public examinations.
3. Arrange and conduct ad hoc admission tests, for example CAT Tests.

To be conversant with current regulations and practice for the conduct of all examinations, including BTEC and non JCQ Exam Boards.

Other Duties: The Postholder is expected to undertake other duties, upon agreement with the Vice Principal and /or the Academy's Business Manager. This may include of being a Fire Warden, for which training will be given.

Signed: Date:

Signed: Date:

(Principal)

Person Specification

Data and Examinations Manager

E = Essential criteria, D = Desirable criteria

Qualifications

E - Good general education to at least level 3

E – Qualifications relevant to role

Experience and Knowledge

D - Experience of working in an educational setting

D - Demonstrable experience and knowledge of SIMS/ data management.

E - Computer Literate, particularly in use of Microsoft Office.

D - Experience and Knowledge of Exams Administration

E - Relevant knowledge to the job

E - An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.

Skills and Abilities

E - Good numeracy and literacy skills

E - Good ICT skills in programs relevant to the position

E - Ability to work on own initiative and organise work with minimal supervision and meet deadlines

E - Ability to communicate at an appropriate level both written and orally

Motivation

E - Appropriately motivated to work with children & young people.

E - Ability to form & monitor appropriate relationship & personal boundaries with children & young people.

E - Motivated to perform the job well and to continuously develop

E - Commitment to trust / academy ethos and values

Personal Qualities

E - Reliability

E - Emotional resilience and maturity appropriate to level of job and responsibilities

E - Ability to establish good working relationships with all relevant key contacts

E – Strong team ethic, supportive of others and covering for other staff if needed

E - An understanding of child protection and safeguarding in educational establishments

Special Conditions

D - May be required to work outside of normal school hours on occasion, with due notice.

E - All postholders will be required to undertake an enhanced DBS check.

Individuals on the children's barred list (and adults barred list where relevant) should not apply.