

## Job Description

<b>Post Title:</b>	<b>EXAMINATIONS AND DATA MANAGER</b>

<b>Responsible to:</b>	Assistant Headteacher (Curriculum & Timetable)
<b>Liaising with:</b>	Teaching staff, non-teaching staff, SLT, students, Governors and other stakeholders, external examination boards and awarding bodies, and data partners.
<b>Working Time:</b>	37 hours per week, 43 weeks per year
<b>Salary/Grade</b>	NJC 23-25 £30,151 to £32,020
<b>Disclosure Level:</b>	Enhanced

1.	<p><b>Job Purpose:</b> To manage the Academy's internal and external examinations. To manage the Academy's information and data</p>
2.	<p><b>Main duties and responsibilities:</b> <b>Examinations:</b></p> <p>To lead and manage external and internal examinations throughout the academic year</p> <p>To keep abreast of developments in education and the corresponding changes in qualifications and assessment and to ensure that the conduct and running of all external examinations complies with the regulations set out by Ofqual and Academy procedures</p> <p>To be responsible for training and monitoring external invigilators for each examination session</p> <p>To liaise with the Assistant Headteacher for Curriculum and lead invigilators to ensure the invigilator timetable is produced and that invigilators are trained and are supported</p> <p>To ensure that examinations at the Academy are conducted at all times in compliance with the JCQ and Ofqual regulations and recognised best practice, including the provision of rooming and facilities</p>

To liaise with the awarding bodies to ensure that students receive any special consideration due to them together with allowances for prevailing circumstances

To manage the submission of all coursework, examination entries and estimated grades required by awarding bodies, ensuring correct student samples are despatched on time

To download and disseminate examination results

To manage remarks, access to scripts and re-sits

To be responsible for the safe and secure storage, packing and despatch of all examination papers

To assist the Assistant Head for Curriculum in the timetabling of examinations

To create and distribute examination, rooming and invigilation timetables to pupils and staff

To communicate effectively with staff, parents/guardians, students and examination boards to ensure the smooth running of the examinations system

To liaise with the senior leadership team to establish best working practices and policies covering the organisation of examinations and mandatory reporting requirements

To manage and organise invigilators, including recruitment, training and reviews and for organising support staff allocation to all SEND students requiring special examination arrangements

To liaise with staff, parents/guardians and students to process special consideration requests and to deal with any queries or complaints relating to examination entries, conduct of examinations and coursework/controlled assessments

To build and maintain positive working relationships with Department Heads and teaching staff

**Data:**

To develop and manage the Academy wide educational management information systems

To collect, collate and distribute assessment data (Teacher Assessments, MIDYIS, etc)

To support the operational use of data and take responsibility for the input of data and subsequent analysis to help identify key trends and priority areas which will contribute to the raising of standards and performance across the Academy

To create, oversee and develop the Academy's use of data for the Senior Leadership Team and for teaching staff across all aspects of the Academy's activities

To provide detailed, comprehensive and understandable reports/analysis of data trends and complex data as required to advise and assist SLT in reporting to Governors and Ofsted in target setting and analysis of the Academy's performance

To promote and develop the effective use of Go4Schools within the Academy, as a data management tool to monitor student progress and attendance, ensuring the required data and subsequent analysis can be input / extracted effectively

	<p>To complete the necessary preparation for each academic year, including rollover, new/in-year admissions, importing new users, GCSE / A level data, timetable and sets</p> <p>To import and export data as required between systems</p> <p>To be responsible for the Academy's census returns, ensuring accurate records are maintained for each student, and reporting as required to the Department for Education</p> <p>To liaise with the SIMS and Go4Schools development teams to improve and customise the products, in line with the future aspirations of the Academy</p> <p>To assist the Transitions Team at key dates and times, as required</p> <p>To ensure the integrity of the data stored within SIMS and Go4Schools, and in conjunction with the central IT Services Team to assist with any parental, staff and student issues</p> <p>To contribute to the training of staff in the use of data systems</p> <p>To oversee the implementation of new data systems, for example cashless catering biometrics.</p> <p>To produce reports monitoring students' attainment and progress data using analytical programmes and custom reports for the Academy</p> <p>To liaise with other departments and staff as necessary on matters regarding data and examinations.</p>
3.	<p><b>Management of People</b> Exams Administrator and Invigilation Team</p>
4.	<p><b>Contacts and relationships</b> The post holder will have daily contact with the Headteacher, SLT, SENDCo, staff, students, parents, and other stakeholders, and with external bodies.</p>
5.	<p><b>Creativity and Innovation</b> The work is largely regulated by established practices and procedures, but there will be a regular need for professional skills and judgement to deal with matters that arise.</p>
6.	<p><b>Decisions</b> <b>Discretion-</b> The postholder will be required to use own judgement and discretion and draw on professional skills and knowledge when dealing with non-routine matters <b>Consequences-</b> Some errors made by the postholder may be difficult to rectify and may lead to reputational damage</p>
7.	<p><b>Work Environment</b></p> <ul style="list-style-type: none"> <li>a) <b>Work Demands</b> – <i>Impact of deadlines and changing conflicting priorities.</i> The work is subject to changing demands and challenging issues that will require resilience and patience.</li> <li>b) <b>Physical Demands</b> – Limited. Office based.</li> <li>c) <b>Working Conditions</b> – Based in a well lit and ventilated environment.</li> <li>d) <b>Work Context</b> – May occasionally be subject to aggressive behaviour from students or parents/carers</li> </ul>

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time-to-time within the general scope of the post. There will be occasions where the working day will need to be extended or evening meetings will need to be attended.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**