



# RIDGEWOOD SCHOOL

<b>TITLE:</b>	Data, Exams and Systems Manager
<b>GRADE:</b>	G9
<b>RESPONSIBLE TO:</b>	Associate Assistant Headteacher: Raising Standards & Outcomes
<b>PURPOSE OF THE POST:</b>	<ul style="list-style-type: none"><li>• To lead and strategically manage the school's assessment, attainment and progress data, ensuring accurate analysis, statutory compliance and high-quality reporting to drive school improvement.</li><li>• To maintain the integrity of the school as an examination centre, ensuring full compliance with awarding body and regulatory requirements.</li><li>• To oversee the development, implementation and optimisation of the school's MIS and associated systems, ensuring robust processes that support curriculum planning, timetabling and operational effectiveness.</li></ul>

## **DUTIES AND RESPONSIBILITIES/KEY TASKS:**

### **DATA**

- To carry out thorough in-depth analysis throughout the year of attainment and progress data (using resources such as Analyse School Performance, SISRA, IDSR, internal assessments and associated resources) and present findings to senior leaders and teaching staff in a variety of ways.
- To produce and develop clear, concise, accurate analysis reports for all year groups to raise standards of subject, department and student performance.
- To be able to produce data for the Headteacher's Report to Governors, for Subject Evaluations and at other key points in the academic year.
- Lead the setting up and maintaining mark sheets in the MIS that collect data from internal assessments and Creating Futures reports. Follow up with Curriculum Leaders as required.
- To ensuring that there are no gaps in student data and reports are completed on time and are accurately written.
- To manage and maintain SISRA and be responsible for extracting data from the MIS to SISRA and making it available to staff in a timely manner.
- To lead on all DfE statutory returns including but not limited to:
  - KS4 and KS5 data checking as may be required, e.g. June and October DfE returns.
  - School Census.
- To maintain the accuracy of Pupil Premium data vis DfE Key to Success.
- In collaboration with appropriate staff, ensure that all statistical returns to Ofsted, local and national government are accurate and submitted on time.

### **TIMETABLE**

- Support the Senior Leadership Team in the creation of an innovative curriculum model that is both broad and varied and have technical responsibility for completion, implementation and maintenance of the timetable.
- Support the Assistant Headteacher with the Guided Choices process in a timely manner in order to plan staffing requirements early in the school year.

- Support the Assistant Headteacher with the Guided Choices process to, ensure that students and parents are well informed of options available to them and the importance of certain subjects in future career choices.
- Work alongside school admissions to ensure that new students to the school are interviewed to determine options preferences and provided in a timely manner with a timetable that reflects subject choices.
- Produce staff, student, department and whole school timetables and perform beginning and end of academic year procedures for the MIS.
- Support the development and maintenance of all current and future MIS modules used by the Data and Exams Team, working closely with the Senior Leadership Team and Operations Manager.
- Keep abreast of all aspects of data and accountability measures and keep Senior Leaders and Curriculum Leads briefed at all times.
- To manage, maintain the integrity of and oversee the use of timetabling (including intra-year) and the MIS Course Manager.
- To ensure the MIS is up to date for staffing and rooming.
- Collaborate with other leaders to ensure that the duty rota is incorporated into the main school timetable system.

### **EXAMINATIONS**

- To support the Exams Officer, in their facilitation of all public and internal examination and assessment arrangements.
- To support the production of seating plans and desk numbering within the MIS.
- To support the organisation and management of an effective exam team which will include invigilators.
- To support, the download and collation of public examination results in a timely manner.
- To support, the preparation of results for students including organisation and transmission of certificates.
- To support with the Exam Access Arrangements process. Providing students with their EAA during internal and public examinations.
- Work alongside the SENCO and the SEN department to gather normal way of working evidence for EAA.
- Preparation of examinations data for departmental and teacher self-evaluation and target setting.
- Delivery of effective exams analysis for staff.

### **LINE MANAGEMENT AND TRAINING**

- Manage members of the team as directed by the Assistant Headteacher.
- Provide significant and well-informed training to colleagues on new systems that may be put in place across the school.
- Ensure that other colleagues within the team are trained in the basic areas of assessment, curriculum and timetabling management.
- Continuously monitor the external environment for changes in legal requirements. Provide immediate and well-informed training to relevant colleagues within the school as required.

### **MISCELLANEOUS**

- To participate in the process of appraisal.
- To network with other Exams, Data and Systems Managers outside of school and share best practice.
- Cover for absent colleagues and interchange duties as necessary at busy times.
- To undertake training to develop further all aspects of the school's data management systems, and to assist in the training of other staff.
- To ensure that the school's MIS software is up to date working through the school's network, liaising with Leger IT to coordinate update installations.
- To ensure that activity undertaken in this role complies with the Data Protection Act and GDPR regulations.
- To maintain a detailed working knowledge of all areas of the MIS.
- To attend meetings as required.

- To communicate with students in a professional, formal and consistent manner.
- Occasionally there may be a requirement to undertake work outside normal office hours to meet the variable nature of workloads and deadlines.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- Undertake such other duties that may from time to time be reasonably requested.
- To undertake appropriate training as required, in order to be able to undertake the duties and responsibilities that are required.

**Hours of work to be 37 hours per week full time. Daily hours to cover the school working day.**

The duties and responsibilities given above should be regarded as neither exhaustive nor exclusive, as the Post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

**All posts at the school are subject to a six month probationary period.  
Confirmation of the position is subject to satisfactory completion of this period.**

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.