



JOB DESCRIPTION

Role: Data, Assessment & Exams Manager

Accountable to: SLT Line Manager

Grade: NJC Grade 7

PURPOSE	<p>To lead and manage the Data Team; Timetable, Exams, Assessment and Data which work collaboratively to provide a comprehensive, accurate and reliable management information, exams and assessment service to the School.</p> <p>To lead the strategic development of the school's data management systems and processes.</p> <p>To work in co-ordination with the SLT to produce data reports and review the performance of key areas of the academy's work</p> <p>To support all staff in the development of highly effective data and resource practices.</p>
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Main Duties

1. To lead and manage effectively the Data Team, which is responsible for data management (including data on assessment, attendance, punctuality and behaviour), timetable and examination teams.
2. To be responsible for all aspects of the management information systems enabling the academy to function smoothly and effectively, examination cover lists, the school timetable, set lists, attendance data and assessment data.
3. To ensure that all necessary information is produced in a relevant and appropriate format for colleagues within the School and for external agencies; and in line with the relevant Data Protection legislation.
4. To lead on the development of appropriate reports, school profiles and other sources of information on performance for the school.
5. Assist the Senior Leadership Team, to develop appropriate performance targets for the school as required, and to track performance of students towards these targets.
6. To liaise with the Senior Leadership Team and the School's technical team regarding the development and use of the SIMS system and other data systems.
7. To provide training for staff, students and parents on appropriate systems and processes.
8. To manage the exams systems, including acting as exams officer to ensure the effective running of these processes both internally and externally.



9. To develop plans/strategies for future implementation in relation to SIMS, management information and exams.
10. To be responsible for ensuring the School meets all the requirements set by exam boards as an acceptable examination centre.
11. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
12. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
13. To design and manage the regular cycle of data collection and analysis (currently half-termly), ensuring data is collected on time and that suitable analyses are produced in a timely manner.
14. To liaise with Capita SIMS to ensure the school benefits from the latest developments in SIMS, and manage SIMS-specific queries through their case management system.
15. To develop automated processes (where beneficial) to reduce the workload of colleagues, and to improve efficiency and costs in all school systems.
16. To develop and manage the SIMS Learning Gateway; managing the provision of accounts and controlling access, specifying layout and accessibility for all use groups (students, staff, parents/carers).
17. To manage the financial budget for the team ensuring that all appropriate processes and checks are completed including the allocation and spending of the SIMS and exams budgets.

Other Specific Duties

- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested
- To complete duties such as; lunch or break supervision, before or after school duties as directed by the rotas
- To undertake CPD that is relevant to role and working with students and families
- To complete first aid training and be part of the first aid rota
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the academy
- To undertake reasonable requests from the academy headteacher

This Job Description may be reviewed by the Headteacher, as necessary, and may be amended at any time after consultation with you.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



PERSON SPECIFICATION
POST: Data, Assessments & Exams Manager

Attributes	Essential/ Desirable	How Assessed
Qualifications and Experience		
GCSE (or equivalent) in English and Maths	Essential	Application
Qualification in IT, Business or Information Studies or equivalent experience or demonstrable ability to produce work to this standard	Essential	Application
Experience of using IT systems for inputting, retrieving and analysing data to ensure the effective and accurate management of data.	Essential	Application / Interview
Experience of the manipulation and checking of large data sets.	Essential	Application / Interview
Experience of working in a school environment	Essential	Application
Experience of providing training/support to staff in the use of data systems	Essential	Application
Experience of problem solving, evaluating information, and applying criteria to make informed judgements.	Essential	Application / Interview
Experience of using industry standard data management software	Desirable	Application / Interview
Knowledge		
Proficiency with school management systems (e.g. SIMS etc.)	Essential	Application / Interview
Ability to bring high levels of precision and speed to the tasks required to ensure rigorous data validation together with high levels of attention to detail, whilst meeting deadlines.	Essential	Application / Interview
Excellent customer service skills	Essential	Interview
Ability to understand and interpret technical documentation such as statutory guidance, legislation and Personal Skills ensure that new requirements are reflected in data output, software instructions or statistical methodologies.	Essential	Interview
A high level of technical skill and ability in dealing with database queries, development of systems to automate processes, including a high level of skill in the use of MS Excel & other applications used for data analysis.	Essential	Application / Interview
Up to date understanding of GDPR and FOI	Desirable	Application
Behaviour and Values		
Commitment to supporting the aims and ethos of the Academy	Essential	Application / Interview
Willingness to adhere to all Trust and school policies	Essential	Application
Ability to maintain complete confidentiality and discretion, demonstrating sound judgement and a calm approach	Essential	Application / Interview
Ability to work co-operatively and effectively as part of a team	Essential	Interview
Willingness to engage actively in professional learning, development and training as agreed	Essential	Interview