

Data and Exams Manager Job Description

Employment details

Job title:	Data and Exams Manager
Reports to (job title):	Vice Principal/SLT Link
Hours of work:	37 hours per week term time and development days + 3 weeks (42 working weeks per year) 8am – 4pm Monday-Thursday/8am – 3.30pm Friday NB. It is a condition of the role that the postholder will be flexible with their working hours during the exam periods as required.
Salary:	Scale 6 NJC Points 20-25

Data Manager - Main duties/responsibilities

General duties
Provide strategic management support to establish and maintain effective school ICT practices.
Create, enforce and monitor policies for effective data management.
Provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.
Set up of new systems to meet the changing requirements of The Academy in relation to the assessment policy.
Determine the data that needs to be collected and which resources will be used to collect and analyse it.
Design and implement compliant data protection principles, in accordance with the school's Data Protection Policy.
Deliver training alongside to new employees in regard to data collection and retention practices.
Establish data collection and retention quality standards and make sure they are met, to ensure the adequacy, accuracy and legitimacy of data.
Ensure, in liaison with the Senior ICT Technician and DPL, that school-owned electronic devices have the necessary data management and protection systems installed.
Store and analyse data, paying particular attention to security and confidentiality.
Prepare reports for various Curriculum Teams, e.g. reports relating to personnel data, pupil attainment data as requested by the relevant Curriculum Leader.
Provide lunchtime supervision of students in a designated area of the academy site, as needed.
Data Manager - Organisation

Work alongside the Vice Principal and other relevant members of staff to complete appropriate returns of information to the DfE, including the school census, and other statutory bodies, and assist with processing information returned from the DfE and other statutory bodies.
Liaise with external organisations to support Academy improvements.
Remain up-to-date with best practice developments relating to data and information, including statutory procedures, to ensure the school's internal processes are effective.
Have overall responsibility for ensuring the school has an integrated management information system (MIS) approach, ensuring the consistency, accuracy, integrity and timeliness of the data input into the school's MIS.
Make appropriate preparations to ensure that the school's MIS is ready for the beginning of each academic year, e.g. carrying out year-end procedures, updating student details, class lists and course manager etc
Carry out effective forecasting techniques to set the school's targets, e.g. in terms of pupil attainment and progress.
Understand, and ensure that the school complies with, the requirements of the GDPR and Data Protection Act 2018, and carry out work in accordance with these requirements.
Ensure the correct security and backup is in place for all information system software and that back-ups are taken before any major changes are made.
Present data reports as required to OAT and to the SLT as per the Assessment Calendar.
Data Manager - Data tracking
Oversee the processing of assessment data, i.e. ensuring accurate pupil performance information is available each term, and as required on an ad hoc basis.
Source and import Key Stage 2 data and relevant information for all new starters, including in-year admissions, Year 7 starters and Year 12 starters.
Target setting for all students at Key Stage 4 and 5.
Provide management information and pupil statistics to the SLT, middle leaders and external bodies as required.
Analyse and evaluate data and produce reports as required within an established timescale.
Customise databases and spreadsheets to effectively analyse data.
Ensure that data reports are presented in a user-friendly and easy to interpret manner.
Investigate any discrepancies or anomalies in data and report findings to end-users.
Ensure data is presented in a user-friendly way to allow Curriculum Leaders to identify underachievement in pupil attainment and establish whether any trends are present, e.g. underachievement is most prominent in particular pupil groups.
Assess exam results and compile reports to present to the SLT.
Data Manager - Administration
Advise colleagues on the school's MIS and data capabilities and put any SIMS update information in the staff bulletin.
Undertake typing and word-processing and complex ICT based tasks.

Ensure that student reports are compiled and sent out to parents in line with the Academy assessment policy and calendar.
Assist in the planning of one-off events as and when they arise.
Ensure and manage the smooth transition from one academic year to the next in relation to the MIS.
Update and apply periodic and casual changes to subjects, teachers and classrooms on the MIS.
Send educational records and the common transfer file (CTF) to destination schools as necessary.
Data Manager - Resource management
Operate relevant equipment/complex ICT packages, e.g. an MIS, Microsoft Office, Advanced Excel.
Provide advice and guidance regarding the school's data processes to staff, pupils and others.
Liaise with the network manager and share tasks to support the school's ICT and MIS strategies.
Respond to and fix issues relating to the MIS – liaising with the ICT technician where necessary.
Data Manager - Management
Attend regular team meetings with the Vice Principal to address any issues arising and to bring these to an acceptable conclusion wherever possible.
Liaise with the SENCO to ensure all SEND information is accurate and up-to-date.
Liaise with the DPL to ensure all data protection regulations are being adhered to.

Exams Manager - Main duties/responsibilities

General duties
<p>To be responsible for the efficient and effective professional administration, organisation and management of internal and external examinations within the Academy.</p> <p>To support the Head of centre in ensuring that the centre is compliant with JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.</p> <p>It is a condition of the role that the postholder will be flexible with their working hours during the exam periods as required by the Academy.</p>
Exams Manager - Planning
<ul style="list-style-type: none"> • Research and understand qualifications and how they are assessed • Interpret and comply with JCQ and Awarding Body regulations, guidance and instructions and keep abreast of developments/changes/updates • Effectively use JCQ and Awarding Bodies online tools and secure extranet sites. Manage access rights as the main centre administrator for other users. Complete annual NCN register. • Ensure readiness for JCQ centre inspections/investigations at all times • Support the Head of Centre in managing conflicts of interests • Understand awarding body result indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools • To line manage the Examinations officer and ensure they;

- Contribute to the creation/review/update of exam related policies as required by the regulations
- Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates
- Observe the awarding bodies' published terms, conditions, processes and deadlines for the registration, entry and withdrawal of candidates for examinations and assessments

Exams Manager - Organisation

- Organise training for appropriate personnel (staff, invigilators etc.)
- Provide advice and guidance to staff, students, parents/carers and others
- Assist the Vice Principal with the provision of statistical information and collating results
- To line manage the Examinations officer and ensure they;
 - Liaise with Curriculum Leaders for the collation of registration and entry information on students and input of the same onto SIMS
 - Establish effective links and consultation procedures with Examination bodies
 - Produce the timetable of internal examinations and the invigilation programme
 - Are responsible for all external examination matters including, but not limited to:
 - registering with all the appropriate examination boards
 - collecting and dealing with all correspondence from examination boards and taking appropriate action where necessary
 - disseminating information from examination boards to departments
 - collecting and sending entries, provisional and final and forecast grades, to examination boards at the appropriate times
 - providing examination information to students (timetables, examination start times) taking examinations
 - ensuring papers are in safe keeping until required and effectively manage arrangements for the secure receipt, storage and dispatch of examination scripts
 - preparation and planning of the examinations season including contact with the various boards
 - Manage emergency access arrangements as they arise
 - co-ordination of the release of information to the students
 - sending off of completed papers and coursework whilst maintaining confidentiality and security of candidates' responses and obtaining proof of postage
 - work with the ICT Technician to ensure the needs of candidates and invigilators requiring ICT are met and that the integrity of the exam is maintained

Exams Manager - Administration

- Undertake accurate and efficient administrative tasks in order to ensure effective planning and preparation of internal and external examinations
- Manage and maintain SIMS Course Manager
- Set up and manage SIMs PI Data.

Exams Manager - Resource management

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Prepare Examinations budget for approval by SLT
- Monitor and control devolved Examination budget

Exams Manager - Management

- Line manage direct reports ensuring the effective and efficient operation of the department and that each individual is effectively deployed
- Hold regular team meetings with direct reports in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
- Be responsible for the performance management and professional development of direct reports
- Be responsible for the recruitment and induction of new staff to the department
- Be responsible for the continual development of existing staff
- Ensure all SLT are up to date with the latest JCQ requirements

Vision

All staff at the Academy are employed to support and promote our key aim: *To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.*

All staff are required to support, model and, where appropriate, teach or promote, the Trust's core values:

- ★ Anyone can excel
- ★ Enjoy the challenge
- ★ Share what is best
- ★ Be inclusive

All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:

- Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding.
- To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
- To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
- To report all causes for concern to the Designated Safeguarding Lead
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out or contribute to risk assessments as required.

All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.

All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and pupils and being flexible in a demanding environment. On occasions the post holder may be expected to carry out reasonable duties or roles or additional tasks, as requested by the Principal and Governors, which are not specifically detailed in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them and to notify their line manager in writing if they require additional training or support.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring System check to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.