

Job Description

Examinations, Assessment and Data Manager, Grade 6

The post holder will report operationally to the member of SLT responsible for Examinations and Data, or to a member of the SLT. Apart from other colleagues in the school, the main contacts of the job are: the Headteacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To work collaboratively with all staff and parents in order to support student wellbeing.

To be responsible for all aspects of the organisation of internal and external examinations, and the security of examination papers, in line with JCQ requirements; and the effective distribution of certificates.

To further develop expertise in the software used by schools for examination entries and assessment.

Main Duties

1. To prepare school and student examination timetables for internal and external examinations.
2. To produce examination invigilation lists as required.
3. To be responsible for the registration of pupil external examination entries with the examination boards, ensuring that every student is entered for every examination with Special Consideration arrangements applied for as appropriate.
4. To be responsible for the collation, analysis and distribution of all external examination results.
5. To be responsible for an agreed budget.
6. Assist with the development of appropriate reports, school profiles and other sources of information on performance for the school.
7. Assist the Senior Leadership Team, to develop appropriate performance targets for the school as required.
8. To develop plans/strategies for future implementation
9. Co-ordinate and oversee the gathering of relevant data for the OFSTED and other external inspections.
10. To assist the Senior Leadership Team to organise examination presentation events.
11. To organise and collate all the examination information for the 'Results Days'.

12. Be responsible for the accuracy, confidentiality and security of data produced by self and other people.
13. To be responsible for the creation and maintenance of appropriate data collection structures for staff.
14. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
15. To undertake personal development to improve own practice
16. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
17. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
18. 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.
19. To liaise with and support the Timetable and Cover manager, and ensure data consistency within the system.
20. To work with teaching staff to ensure accuracy of examinations data.
21. To prepare and deliver training to staff regarding examinations matters.
22. To deputise for the Cover Manager, and other members of the Data team, as required.
23. To produce set and class lists as required.
24. To provide for the SLT, LA and other external agencies, a core set of analyses of curriculum data.

General

25. To attend training and administer basic first aid as and when required
26. To maintain confidentiality relating to the staff and students of the school at all times.
27. To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
28. To undertake all duties with full regard to the Health and Safety at Work Act
29. To contribute to the overall ethos, work and aims of the School and Trust
30. To participate in training and other learning activities and performance development as required
31. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
32. To be aware of and support difference and to ensure equal opportunities for all

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
Examinations, Assessment & Data Manager

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
Excellent personal and office organisation skills	E	A/I/R/SP
Excellent numeracy and literacy skills	E	A/I/R
EXPERIENCE		
Experience of developing plans and strategies for future implementation.	E	A/I/R
Experience of managing examination and other school data	D	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Knowledge and understanding of the curriculum data analysis provided to the SLT, LA and other external agencies	E	A/I/R
Demonstrable ability to operate various software packages and information technology systems.	E	A/I/R
Good keyboard and mouse dexterity and the ability to operate information technology equipment.	E	A/I/R
Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public.	E	A/I/R
Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.	E	A/I/R
Ability to work on own initiative and plan own workload.	E	A/I/R
Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences.	E	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I

To be motivated to complete tasks to the required timescales and quality standards	E	A/I/R/SP
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	E	A/I/R/SP
The flexibility to adapt to changing workload demands and new school challenges.	E	A/I/R/SP
To maintain confidentiality relating to the staff and students at all times	E	I/R
To contribute to the Catholic ethos of the school	E	I
To be committed to equal opportunities	E	I
To uphold all aspects of safeguarding	E	I
To be willing to consent to apply for an enhanced disclosure and barring service check	E	I