Data and Exams Manager – Job Description

Reporting to: Deputy Headteacher (Curriculum and Assessment)
Band/ Scale: Band 5, Scale Points 19 - 24
Hours of Work: 30 Hours per week, term time plus 1 week (to cover Exam Results days in August)

Core purpose

To lead and be responsible for the provision of accurate student and assessment data and working alongside the Senior Leadership Team to ensure data is effectively used across all areas of the school to drive performance improvements.

Duties, Responsibilities and Key Tasks:

Leadership
- To lead the Data and Exams team by demonstrating initiative, independence and a positive can-do Da=attitude, whilst managing the team in accordance with the school's procedures.
- Line Management of the Examinations Officer and the Data Administrator.
- To be recognised as the Go4Schools expert within the school and be the lead contact for all staff with any data related queries or concerns.
- To maintain a high level of knowledge in relation to Go4Schools, FFT and other systems by attending workshops and training events as necessary, and by sharing ideas and practices with other Data Managers within the Trust and more widely via online forums.
- To provide an introduction to data and systems for new staff as and when required.

Data Management
- To manage all student data processed in Go4Schools; including performance targets and exam results and ensure data such as timetable changes and attendance data is synchronising correctly between Arbor and Go4Schools.
- To lead and be responsible for the maintenance of accurate student data, ensuring this is presented clearly and can be analysed effectively.
- To set up the academic year calendar, departments and subjects and maintain feed rules.
- To upload exam results, KS2/CAT4 data, GCSE points scores and to set targets based on these.
- To provide guidance to curriculum leaders on the best practice for using software to track internal assessment data, setting up and updating marksheets as required.
- Work with the Deputy Headteacher to regularly review and seek improvements to the existing data systems, procedures and working practices.

Reporting

- Set up and maintain reporting marksheets, reporting sessions and snapshots so that reports can be generated and distributed.
- Provide concise, timely and accurate reports for Senior and Middle Leaders on a routine or ad hoc basis.
- Provide reports for staff as easy-to-use spreadsheets or other formats as deemed appropriate. Highlight insights for staff to help them identify areas of possible student improvement.
- To be responsible for data made available to parents and carers online or in other formats, ensuring this is accurate, up to date and easy to understand.
- Report performance figures to staff, the Trust, the Local Authority and other Government Agencies where appropriate.

Census

- Work alongside key admin staff to ensure that the School Census and SWC are submitted.
- Work alongside key admin staff with end of year procedures in the school MIS to ensure that the system promotes accurately into the new academic year for the beginning of the school year.
- To work alongside key admin staff to maintain secure access permissions and the production of the school census.

Compliance, Confidentiality and Data Protection

- Handle confidential information in line with GDPR, school policy and Trust procedures.
- Maintain strict confidentiality when processing behaviour, pastoral and safeguarding-linked data.
- Perform any task or duty under the reasonable direction of the Head Teacher

The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.
The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	A minimum of 5 GCSE's at C grade or above (including Maths and English).		Application form
Experience	Previous experience of working with data and statistics. Expert knowledge and experience of working with databases, including advanced formulas to populate complex spreadsheets.	Previous experience of working in an education environment. *Note – although desirable, it is not essential for candidates to have education or school experience as training can be provided for the right applicant.*	Application Form/Task/ Interview
Skills	A highly advanced knowledge of Excel (including logical formulas, look up formulas and conditional formatting).	Knowledge of other MS Office applications. Advanced knowledge of Go 4 Schools, Arbor <u>or</u> equivalent Information Management System.	Application Form /Task
Knowledge		Knowledge of school performance tables.	Application form/Interview
Management	Ability to manage own workload and prioritise accordingly. Able to show initiative.		Application Form/Task/Interview/
Aptitude and Personal qualities	Excellent problem solving skills – ability to work through complex data and to provide a range of solutions. Strong communication skills, adept at presenting complex data in an easily understood format. Ability to work under tight time constraints, whilst demonstrating a calm and professional manner.		Task/Interview