

Job Description

Job Title	Exams and Data Manager
Grade	H
Responsible To	Assistant Vice Principal / Principal
Staff Managed	Exams Assistants, Invigilators
Job Family	Examinations
Job Purpose	To manage and oversee all aspects of the school's examinations and data management functions, ensuring that all internal and external examinations are conducted in full compliance with JCQ and awarding body regulations. The post holder will lead on the collection, analysis, and reporting of pupil performance data to support teaching, learning, and school improvement. They will also ensure the accuracy, integrity, and security of student information within SIMS and related systems, and provide high-quality data analysis and reporting to senior leaders, the Trust, and external agencies.
Job Context	The Examinations and Data Manager plays a pivotal role in maintaining the integrity and efficiency of the school's examination processes and data management systems. Working closely with senior leaders, teachers, SENCO, and Trust colleagues, the post holder ensures that assessments, data returns, and reports are completed accurately and on time, and that performance information is effectively used to raise standards and inform decision-making. The role requires meticulous attention to detail, a clear understanding of statutory and regulatory requirements, and a commitment to safeguarding, confidentiality, and equality of access.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Manage and oversee all internal and external examination processes (GCSEs, A-Levels, mocks, etc.) ● Manage and develop procedure for collecting, distributing, and analysing pupil performance data using SIMS ● Manage school census data collections and ensure accurate and timely submissions ● Oversee secure storage, handling, and dispatch of examination papers, materials, results, and certificates ● Manage examination budgets and expenditure ● Ensure compliance with JCQ, exam board regulations, and Trust data procedures ● Coordinate logistics for exams, including timetabling, rooming, invigilation, and resources ● Manage the admissions and leavers processes, liaising with appropriate stakeholders ● Maintain and update SIMS data records and ensure accuracy and integrity of student data ● Manage internal and external audit and inspection visits (e.g. JCQ inspections) ● Oversee production and distribution of pupil reports to parents and staff ● Handle queries and issues related to examination processes, entries, and results
Communications	<ul style="list-style-type: none"> ● Disseminate examination information and timetables to students, parents, and staff ● Liaise with examination boards, Trust colleagues, local authorities, and outside agencies ● Respond to queries from parents, students, and staff via email, phone, or meetings ● Communicate data insights and performance information to senior leaders and teachers ● Provide reports and updates to Trust senior leaders and Governors ● Act as point of contact for all examination-related matters
Partnership or Corporate Working	<ul style="list-style-type: none"> ● Work closely with the Trust Data and Information Manager, and other School Exams and Data Managers to support collaborative working and share best practice ● Liaise with local authority admissions teams, other schools, and national agencies ● Collaborate with teachers, senior leadership teams, and SENCO to ensure effective data use ● Share information and best practices across the Trust

<p>Safeguarding</p>	<ul style="list-style-type: none"> ● Promote and safeguard the welfare of children and young people inline with school and Trust policy ● Report safeguarding concerns appropriately ● Ensure safeguarding measures and access arrangements (via SENCO) are implemented during exams ● Comply with child protection, security, and confidentiality procedures
<p>Systems and Information</p>	<ul style="list-style-type: none"> ● Manage and develop procedures for collecting, distributing, and analysing pupil performance data using SIMS ● Coordinate and maintain the school's data and assessment systems (e.g. SIMS, MIS) ● Manage and be responsible for running the school pupil census data collections ● Ensure accurate and timely submission of statutory data returns ● Manage the production and distribution of pupil reports through SIMS ● Maintain accurate student records, timetables, and assessment data ● Manage the admissions and options processes with SIMS ● Create and maintain information systems for recording exams and results ● Collect, analyse, and report on student performance data to support teaching and learning ● Provide accurate data analysis via summaries and reports to senior leaders and the Trust ● Support the effective use of data for planning, assessment, and raising attainment ● Train and support staff (including non-specialists) to use SIMS and data systems effectively ● Create resources and deliver training for new or updated data systems ● Work collaboratively with the Trust's data teams to develop consistent procedures
<p>Communications</p>	<ul style="list-style-type: none"> ● Disseminate examination timetables, regulations, and guidance to staff, pupils, and parents ● Liaise with exam boards, Trust colleagues, local authorities, and external agencies ● Respond to parent, pupil, and staff enquiries regarding exams and data reports ● Communicate results and analysis clearly to internal and external data reports ● Communicate results and analysis clearly to internal and external stakeholders ● Act as the main point of contact for examination-related matters ● Collaborate with teachers and SLT to ensure effective use of data in planning and assessment
<p>Planning and Organising</p>	<ul style="list-style-type: none"> ● Prepare detailed exam timetables, seating plans, and invigilation rotas ● Plan the annual exam cycle and related administrative timelines ● Coordinate testing schedules and ensure data is effectively administered ● Support whole-school calendar planning for assessment and reporting ● Ensure smooth running of results days and key reporting points
<p>Data Protection</p>	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality ● Maintain confidentiality and control access to secure data systems and exam board portals
<p>Health and Safety</p>	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
<p>Equalities</p>	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop your own understanding of equality issues.

<p>Flexibility</p>	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
<p>Customer Service</p>	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Exams and Data Manager	
Grade	H	
Responsible To	Assistant Vice Principal / Principal	
Staff Managed	Exams Assistants, Invigilators	
Job Family	Examinations	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> ● Knowledge of admin and office systems ● Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations ● Knowledge of invigilation procedures ● Knowledge of Microsoft Office Applications and other software packages ● Good literacy and numeracy skills 		<ul style="list-style-type: none"> ● Awareness of Educational issues ● Knowledge of school data ● Knowledge of computerised management information systems ● Up to date knowledge of developments within ICT
Experience		
<ul style="list-style-type: none"> ● Experience of working in an administration/clerical role ● Experience of supervising others & line managing staff ● Experience of exam invigilation ● Experience of using Microsoft Office 		<ul style="list-style-type: none"> ● Experience of using SIMS/data software ● Experience of working in a school environment ● Budget management experience ● Experience of delivering technical/specialist training ● Experience of working in an ICT related environment
Occupational Skills		
<ul style="list-style-type: none"> ● Good standard of education to evidence good numeracy and literacy ● Evidence of Continuing Professional Development ● Willingness to undertake training relevant to the role 		
Qualifications		
<ul style="list-style-type: none"> ● NVQ Level 3 or equivalent in a Business/Finance/Admin/ICT related subject 		<ul style="list-style-type: none"> ● NVQ Level 4 or equivalent in a Business / Finance / Admin / ICT related subject ● Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> ● Enhanced DBS clearance ● Organisational, analytical, problem solving and report writing skills ● Good communication skills ● Supervisory skills ● Ability to use initiative and make decisions ● Confidentiality ● Ability to work accurately and to deadlines ● Report writing skills ● Good time management skills and ability to work under pressure, prioritise own workload and meet deadlines 		

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| <ul style="list-style-type: none">● Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, students and parents● Demonstrable ICT skills and ability to use them as part of the learning process● To be committed to the school's policy and ethos● To be committed to Continual Professional Development● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Able to exercise discretion & judgement● Flexibility | |
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