



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Data & Examinations Manager
JOB PURPOSE	To lead and administer the School's management information systems. To provide high quality support for the administration of all internal and external examinations.
GRADE:	Band E
RESPONSIBLE TO:	Operations Manager

MAIN DUTIES AND RESPONSIBILITIES

Administration and Support

- Manage the organisation of Parents Evening
- Administer the Year 9 Options process
- Manage the organisation of Awards Evening and Sponsorship Co-ordination.

Data

- To lead and manage the accurate collection, collation, analysis and distribution of student data
- Research and investigate data systems and reporting tools, which will improve the productivity, efficiency and overall effectiveness of the school
- To ensure systems for tracking student progress throughout the year to support teaching staff to ensure students reach their full potential
- To create and manage systems which enable teachers to teach and students to learn
- Lead and proactively promote, collaborate and drive the positive and effective use of data across the school
- Work closely with Senior and Middle Leaders to determine information requirements and provide relevant solutions.
- To manage and develop systems and procedures relating to SIMS including student record database ensuring accuracy of data and more efficient use of teaching and admin staff time. Liaise with external agencies to ensure best value is received for the school in relation to SIMS and Data Support
- To ensure SIMS is compliant with GDPR
- To liaise with the Local Authority, Primary and Secondary school to exchange student data and use the common transfer system to provide consistency of data from school to school
- To ensure timely and accurate completion and submission of the school census returns in line with DFE requirements. Ensuring the integrity of Course Manager Information for Post 16 Learning Aims to support the autumn census

- To develop and produce SIMS analysis reports in relation to various aspects of student data including: Attendance, Behaviour, Achievement, Exclusion and Detention presenting information to all stakeholders as required by SLT
- Manage SIMS Assessment Manager including: the creation of and maintenance of grade sets, result sets, aspects, templates, mark sheets and individual student reports to help raise the standards of pupils achievement
- To manage SISRA analytics, ALPS Connect and all other analysis tools as determined by the SLT ensuring accuracy of data throughout in order to help raise standards of pupil achievement across the school. Also managing system permissions, passwords and ensuring all staff have the correct access to these systems
- Proactively promote the use of data within the school, acting as lead practitioner in aspects relating to SIMS and student data. Support all staff in the use of SIMS, prepare and publish SIMS help guides and provide SIMS training including as part of the school INSET sessions
- To be schools data protection assistant: under the direction of the data protection officer ensure data protection legislation is followed and that potential breaches are investigated thoroughly and reported to the DPO and responsible bodies, as appropriate
- To develop and maintain work activities relating to SIMS based routines, promoting and maintaining high quality of service delivery
- To provide training and support school staff in the use of data systems to improve productivity to allow the school to run efficiently
- Co-ordinate, manage the imputing and maintenance of student data, retrieving and presenting information as required using the school's computer systems in format specified by the SLT and external agencies.

Examinations

- Be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- Support the head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- Act on behalf of, and be the main point of contact for, the centre in matters relating to general administration of awarding body exam and assessments
- Closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines are met
- Ensure examinations are conducted in accordance with the regulations
- Arrange administration and invigilation for the conduct of all exams, including compiling timetables, ensuring rooms are allocated, arranging invigilators, receipt, safekeeping and security of examination stationary and papers
- Liaise with all staff regarding examination entries and submitting entries in advance of deadlines
- Disseminating information, answering queries and dealing with complaints regarding examinations with staff, students and parents/carers
- In liaison with the SENCO organise access arrangements regarding candidates with special educational needs
- Managing daily running of internal and external examinations. This includes ensuring that all required materials are in exam rooms before the start of the examinations and arrangements for special educational needs are in place
- Resolving examination clashes in accordance with regulations
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables
- Collecting and despatching worked scripts in accordance with regulations
- Arranging invigilation, including briefing and training invigilators in school procedures

- Being present and available in school on the days when results are notified and overseeing the distribution of results to candidates
- Producing analyses of examination results as soon as practicable
- Providing statistics on examination entries and results for SLT, Governors, the DfES, etc
- Checking DfEs and other examination statistics before publication
- Overseeing the checking and distribution of certificates
- Processing enquiries about results and requests for return of scripts
- Ensuring that costs of retakes etc. are reimbursed by candidates/departments as appropriate
- Encouraging a positive examination culture in school to which all staff and students subscribe
- Liaising with the National Assessment Agency and Examination Officers Association as appropriate
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, support the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after the examinations have taken place

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
Equivalent of five A* - C (9 – 4) grades at GCSE	X	
Excellent numeracy/literacy skills	X	
ICT Qualifications		X
SIMS training		X
NVQ Level 4 or equivalent or experience in business/office environment		X
Experience		
2+ Years experience working in office environment at senior level	X	
Experience working in a school/education environment		X
Experience of working accurately and to demanding deadlines	X	
Experience of successfully prioritising workloads of self and others		X
Experience of working in an exams setting		X
Experience of MIS		X
Knowledge and Skills		
High level of ICT literacy with effective use of specialist ICT packages, including:- <ul style="list-style-type: none"> • MS Office • Accessing and downloading data • Manipulating and analysing data • Completing electronic entries • Inputting, accessing and interpreting information from various databases accurately 	X	
Knowledge of examinations processes and awarding bodies	X	
Awareness of the requirements of GDPR	X	
Ability to communicate effectively both written and orally with all levels of internal and external stakeholders	X	
Capable of working with minimal supervision but to refer issues appropriately on own initiative	X	
Capable of building credible relationships at all levels	X	
Meticulous attention to detail	X	
Ability to analyse data and collate into meaningful reports for end uses		
Knowledge and operation of SIMS		X
Full working knowledge of relevant policies/codes of practice/legislation including GDRR, exam and JCQ procedures and guidelines		X
Professional Characteristics		

Flexibility in working hours during busy examination periods	X	
Ability to maintain strict confidentiality	X	
Ability to plan and develop systems	X	

Signed: _____ Date: _____

Print name: _____