

**C/o St David’s Centre**

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| **Job Information:**  *All information to be as shown on organisation chart.* | | | |
| **Job Title:**  Data Manager & Examination Officer  **Directorate:**  People’s Services | **Post No:**  U720  **Division:**  Schools | **Grade:**  HC6  **Section:**  HPRS | |
| **Organisational information:**  **Responsible to:**  School Business Manager  **Responsible for:**  Exam Invigilators  **Functional links with:**  IT Support, School Business Manager, Senior Leadership Team, SENCO, Teaching Staff, Site Staff | | | |
| **Main Purpose of Job:**  To be responsible for the management of the MIS information system, producing data reports as necessary including for attendance and co-ordinating student annual reports. To organise the smooth running of school and public examinations and to carry out administrative tasks and duties as appropriate, including attendance monitoring. | | | |
| **Main Responsibilities / Accountabilities:**  The jobholder will be expected to complete the responsibilities / accountabilities effectively. Management Information System management and data provision  1. Manage user base for MIS software (access right etc) 2. Train staff and maintain ongoing site support in respect of MIS modules 3. Be responsible for input of student data 4. To maintain electronic data for students joining/leaving; alerting Learning Managers and Head Teacher of any safeguarding concerns. 5. Establish and manage procedures for data updates with teaching and support staff 6. Maintain accurate assessment records for all students 7. Collect, collate and distribute appropriate data to staff, students, parents and other interested agencies 8. Provide data to external agencies – PLASC, SEN, Attendance, KS3 and KS4 tracking and results 9. To manage SSS Learning, keeping it up to date and providing data to staff as required 10. To produce monthly pupil data reports for the SBM in a timely fashion, ensuring accuracy, to enable the recharging to the Local Authority and mainstream schools 11. To produce data reports and analysis for Head teacher as requested   **Examinations**   1. To be responsible for examination entries for external exams to the examination boards for all public exams including BTEC, GCSE and other exams as necessary, ensuring the highest level of accuracy, liaising with Heads of Department to ensure that student entries meet the required deadlines. 2. To assist in the recruitment and line management of exam invigilators (as appropriate) and create a timetable of their responsibilities and activity. 3. Where possible, to arrange for students at this school to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in community languages. Conversely, to make arrangements for candidates who are not students at this school to take examinations here, on an individually agreed basis. 4. To disseminate information about public exams to staff, students and their parents via the media established by the school. 5. To liaise with staff, parents, students and to deal with complaints and queries about public examinations. 6. To sort out examinations papers as they arrive, maintaining security and confidentiality of all papers as required by the exam boards. 7. To be responsible for the daily running of public examinations including an overview of practical examinations and to inform Site Staff about arrangements that need to be made for furniture in examination rooms. 8. To liaise closely with the Head Teacher – to check the invigilation/cover timetable and provide information about the examination timetable, eg. dates/times of examinations and the number of entrants, including for internal exams. 9. To brief students on examination procedures and conduct, and to produce guidelines for staff and students. 10. To be responsible for examination stationery, the secure collection and despatch of completed scripts. Providing an overview of any collection, despatch and return of other exam related paperwork or items. 11. To be present on the day before the school is notified of results and on the day itself, or arrange for a suitable well –briefed substitute who is capable of producing the relevant statistics and can make arrangements for distributing results. (The substitute must be acceptable to the Head Teacher). 12. To provide relevant statistics on examination entry and examination results to the Head, the Governors, the LEA and the DfE and to assist in checking DfE statistics and examination results information before publication and oversee the copying and distribution of results by the school. 13. To arrange for re-marks, reports and queries about exam results from the examination board and to check certificates with Senior Leadership Team/Head Teacher before they are given to the students. 14. To liaise with the SBM to ensure retrieval of costs of examination entry from absentees and   to check invoices received from examination boards for accuracy, checking the expenditure of  budget resources allocated by the Bursar.  **General Administration**   1. To generate and check student reports; liaising with the Deputy Headteacher, Assistant Headteachers and School Secretary to ensure reports are correct and deadlines met. 2. To undertake reception duties, and deal with enquiries when necessary. This could involve more complex enquiries or taking initiative in dealing with upset or difficult parents/carers. Taking messages and ensuring they are passed on promptly. 3. To support and assist members of the team to cover any administrative staff absences. 4. To keep the Single Central Record up-to-date, ensuring accuracy of information | | | |
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| **Other information:**  Disclosure type: Enhanced | | | |

Note: *This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.*

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| **Date Job Description reviewed:** |  |
| Job Holder Name:  Job Holder Signature:  Date: | Line Manager Name:  Line Manager Signature:  Date: May 2025 |

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|  | PERSON SPECIFICATION |

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|  | **Essential** | | | | **Method of Assessment\*** |
| **Experience** | * Excellent IT skills * Good listening and communication skills. * Experience of supervising other staff. * Significant experience of producing complicated information on spreadsheets, in a way that is easily accessible to others. | | | | AF, I  R |
| Skills and Abilities | * Ability to produce a high standard of work under pressure of short deadlines and colleague expectations. * Able to communicate effectively with parents, students and visitors to the school. * Computer literate and effective user of Word, Excel * Willingness to train on MIS system and to reach a high standard within a short timeframe. * Well organised, focused and flexible approach to work. * Ability to work constructively and supportively as co-ordinator of a team of invigilators * Precise attention to detail. * Able to work largely on one’s own initiative. * Proven ability to manage a large amount of statistical information. Ensuring that data submissions are completed online within tight deadlines. | | | | AF, I  R |
| **Qualifications and Training** | * A level standard or equivalent | | | | AF, I, R |
| **Other Factors** | * Able to work flexible hours to meet the seasonal demands of the job, working to ensure that exam results are issued promptly on the prescribed dates. * Commitment to working with young people. * Willingness to work in support of the inclusive ethos of the school. | | | | I |
| **Date Person Specification reviewed:** | | |  | | |
| Line Manager Name: | | | Line Manager Signature:  Date: May 2025 | | |

\*Method of Assessment: AF = Application Form; I = Interview;

S = Selection Method; P= Presentation; R = References