



PARK VIEW
Thrive

Recruitment pack: Data & Examinations Manager

(Inner London Pay Scale - PO5)





We know that a school is only as good as its team.
Park View is dedicated to providing every staff member with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire – supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture – provide the opportunity to plan a successful career path.
- Develop – We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality

“Here at Park View you are encouraged to take responsibilities to help further your professional development.”
Lucie Hiron, English Teacher



A View from the Top



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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.
- Free Fitness Suite for all staff.

Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

"The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching." Will Berridge, Assistant Headteacher



Data & Examinations Manager

We are looking to appoint an enthusiastic and talented individual to take on this important role.

The successful candidate's main objectives will be:

- To provide strategic leadership, management and cost effective first line support on and within the Whole School Examinations, Data, Assessment and Management Information Systems, ensuring the preparation of accurate and timely data analysis reports as required and reporting directly to SLT and Governors as required.
- To lead and manage the whole school processes for all public and internal examinations.
- To ensure the school meets the statutory requirements as an examinations centre.
- To train teaching and support staff in how to identify key data trends using relevant software packages and apply this knowledge to their planning and differentiation.
- To report directly to SLT and Governors on key data trends and analysis, identifying and recommending where School Improvement priorities should be focused in order to improve progress and outcomes of our pupils.
- To take responsibility for whole school self-evaluation in terms of progress and outcomes data, contributing to and updating the SEF as required.

Main duties and responsibilities (in conjunction with and under the supervision of the relevant manager)

Communication

- To lead, manage and support members of the examinations, admissions and data team and develop them in-line with school priorities.
- To coordinate and manage all exams and data related communications with internal and external organisations, including the local authority, DFE and School Improvement partners.
- To be responsible for policy development as required by JCQ in areas relevant to this job and develop and maintain standard operating procedures where necessary in order to ensure succession planning.

- To lead staff training on data analysis and regularly monitor the impact of this work.

Examinations

- To manage and administer Park View's internal and public examination processes, ensuring all procedures are meeting or exceeding whole school and statutory requirements.
- In partnership with the SENDCO, ensure that all special exam arrangements are effectively planned for in accordance with all statutory requirements and monitor that any special dispensation is applied as 'usual working practice' in department areas.
- To manage all Access Arrangements, EAL and special consideration applications in line with JCQ requirements, ensuring paperwork is complete and ready for inspection.
- To act as the main point of contact with all Examination Boards, keeping leaders and teachers informed of specification changes, training events, grade boundaries and deadlines.
- To manage the timely collation and processing of all exams information (estimated grades, entries and related documentation – not exhaustive) required by Examination Boards, including the liaising with alternative education providers as required.
- To manage the examination budget and analyse spending by department in order to ensure value for money, presenting these findings to SLT and Governors.
- To ensure and maintain responsibility for the strict security management of examinations papers and controlled assessment.
- To ensure staff and students are fully briefed on JCQ & examination board requirements for running examinations and ensure all students are fully aware of examination requirements and their own personal examination entries.
- To manage the seating and invigilation (internal and agency staff) arrangements for all examinations, the safe and secure storage of all examination papers and scripts, and the posting of scripts in accordance with examination board regulations.



Data & Examinations Manager

The successful candidate's main objectives will be... continued

- To manage the examination results process, from prior communication with relevant agencies and websites through to the physical download of information (on predetermined dates in August every year) and the presentation and manipulation of the information for relevant stakeholders.
- To manage and make recommendations for post-result s queries and re-marking applications in order that the school and the students attain the best results possible.
- To organise the recording, issuing and storage of examination certificates.
- To regularly produce clear, concise, accurate information and analysis in-line with assessment points, in order to support school leadership in raising standards and achievement and to support all staff in understanding it.
- To manage the 4Matrix assessment software including upload of all student data after each assessment point and to keep system updated.
- To create, manage and maintain a complete whole school target setting process using FFT & KS2 data and working alongside the Inclusion team to set targets for new arrivals.
- To liaise with Heads of department, SEN and EAL departments to build subject specific tracking marksheets to raise attainment and offer bespoke training sessions in understanding all school data systems.
- To have responsibility for ensuring that all teaching colleagues have access to all data necessary to assist in raising progress levels of all students.

Student Data / Assessment, Recording and Reporting

- To manage the administration and processing of student data (including SEN D data) independently and provide analysis/ report to SLT data lead including all assessment, recording and reporting systems.
- To manage communication and coordination with primary and previous secondary schools to ensure that all relevant student data is passed on and stored appropriately.
- To manage communication with departments, year teams and alternative education providers in order to ensure the provision of necessary complete data within given timescales, in order to disseminate relevant information to internal and external stakeholders.
- To strategically develop the use of the school MIS, setting up effective and efficient processes to collect and analyse data, inserting formulas, colour-coding and tracking systems to provide ongoing analysis of trends in assessment data and reporting findings to SLT to enable them to put in place appropriate interventions.
- To review and monitor assessment data to identify outliers, gaps or inconsistencies and to report these to HODs, SLT and governors as appropriate.

Management Information System (SIMS)

- To manage and submit required data to the DFE in relation to the school census (PLASC) to ensure a positive financial impact and guarantees the sustainability of the school, including but not limited to: School Roll, Special Educational Needs, Free School Meals attendance, Pupil Premium and Looked After Children.
- To play a significant role in the school's developed use of the management information system (SIMS), including in relation to making the best use of resources and high quality staff training.
- To manage appropriate permission levels, version control and legal requirements for data protection in order to ensure the integrity of the relevant and specialist areas of the management information system



Data & Examinations Manager

The successful candidate's main objectives will be... continued

General responsibilities- common to all staff

- To carry out duties as may be required from time to time commensurate with the overall responsibilities of the post.
- To comply with and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health & Safety.
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business -like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post.
- The candidate must be able to travel between the Main Site and ARP as and when required.
- Ability to work flexibly across settings including mainstream and specialist provision where required.

Park View job description



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Data & Examinations Manager Park View Person Specification

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Qualifications		
University Degree or equivalent relevant 'high level' experience in a similar context	X	
Experience		
Experience of organising public examinations	X	
Experience of using IT to support administration, including using spreadsheets and databases for the analysis of data	X	
Experience of administering systems involving large numbers of staff and students	X	
Knowledge of examination systems and developments	X	
Knowledge of examination syllabuses and their requirements	X	
Knowledge		
Knowledge of the requirements and regulations of KS3 tests and all public examinations, or knowledge and experience of similar complex administrative tasks	X	
Skills & Competencies		
Highly developed administrative skills	X	
Sharp attention to detail	X	
The ability to work quickly and accurately under pressure at key points in the examination cycle	X	
The ability to interrogate and analyse data	X	
Excellent oral and written communications skills	X	
Ability to work under extreme pressure and to tight deadlines	X	