



Data and Examinations Manager

Job Description

Responsible to: Operations Manager

Responsible for: Casual Exam Invigilators

Salary Scale: Band 8, scale column points 21 to 24. £26,975 TO £29,174

Working pattern: 36 hours per week, all year round

PURPOSE AND OBJECTIVES OF THE JOB

To develop and maintain the Management Information Systems (MIS) systems, and provide data reporting and analysis for Senior Leaders, the Governing Board, the Trust, and other agencies including the DfE and Local Authority.

To be responsible for the organisation and administration of all examinations, ensuring all examinations are delivered in line with Joint Council for Qualifications (JCQ) requirements.

KEY RESPONSIBILITIES

Examinations

- Liaison with Curriculum Leaders and Senior Leaders to ensure all pupils are entered into exams as required.
- The development and circulation of examination timetables
- Schedule exam invigilation for all examinations as appropriate.
- Work in collaboration with the SENCO to ensure that special exam arrangements for individual students have been confirmed and provision allocated.
- Liaison with all relevant examination boards and external bodies as appropriate.
- Maintain examination papers confidentially in accordance with statutory requirements.
- Produce analysis of external examination results.
- Receive and distribute all examination results to appropriate staff and pupils.
- Organisation of GCSE and other results events, including the distribution of examination certificates.
- Act as a central collator of data generated for assessment purposes.
- Organise signs, seating and rooming for all examinations in accordance with statutory guidelines.

- Ensure that all student data is kept up to date with relation to examinations and assessment.
- Analyse data for individual departments and the whole school when requested.
- Monitor assessment data input by staff.
- Undertake any other duties relating to the organisation and administration for examination and assessment as requested by Senior Leaders or the Operations Manager.

Data and MIS

1. To identify and develop a range of data that can be used to monitor attainment and progress throughout the school in order to raise standards.
2. To ensure the effective administration of student assessment data systems as per the assessment timetable
3. To plan the assessment calendar/timetable each academic year.
4. To plan, develop and manage the collection of data using a combination of software applications and school designed methods.
5. To develop and manage the school reporting system in conjunction with the appropriate senior leader.
6. To organise all aspects of parent consultation meetings in conjunction with the appropriate senior leader.
7. To be responsible for effective data analysis and the generation of reports for the Senior Leadership Team, Governing Committee and external agencies.
8. To ensure that all pupil information relating to prior attainment is regularly checked and any changes made.
9. To be responsible for the downloading of information from relevant educational web sites, including DfE, Ofsted and other appropriate bodies.
10. To review design and implement the appropriate mark sheets for pupil tracking reports and regular reports for all year groups throughout the school.
11. Provide confidential, high quality, efficient and comprehensive administrative support e.g. emailing, passing messages, completing standard forms and returns, supporting with finance processes, and responding to routine correspondence including preparing whole school mailings, reports and other documents.
12. Maintain/collate/input a wide range of manual and computerised records/management information systems.
13. Produce lists/information/data as required.
14. To respond to the administration of new initiatives.
15. To undertake relevant professional development in order to successfully undertake the above duties.
16. To liaise with the SLT and Examinations Officer to produce statistical information concerning examinations, staff mark book entries and results as required.
17. To administrate the GCSE Options process.

Line Management

- Recruit, train, and line manage examination invigilators.

General

- Attend and participate in relevant meetings as required.
- Be aware of and comply with all school policies and procedures, particularly those in relation to child protection, health and safety and security, confidentiality, reporting all concerns to an appropriate person via the correct channels.
- Follow and promote relevant legislation and guidance, for example data protection, copyright law.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Undertake any other duties as appropriate to the grade of the post as requested by the school.