Long Stratton High School
Job Description

Name:	
Job Title:	Exams and Data Manager
Salary range / job grade:	NJC 18 - 22
Responsible to:	Assistant Headteacher
Responsible for:	Data and Exams
Effective Date:	As soon as possible

Role and Context

General Duties and Responsibilities:

Examinations manager:

- To administer all aspects of public examinations throughout the school.
- To facilitate accurate and timely communication amongst the school staff and students so all are aware of deadlines, responses and timings of exam arrangements.
- Management of all examinations both internal and external; including controlled assessments and room bookings for examinations.
- Liaise with SENDCo to make necessary arrangements for students who have special requirements for exams.
- To manage a team of invigilators and to ensure all examinations are covered accordingly with staff. To support all invigilators using a specific handbook covering the current procedures to be followed and to ensure the handbook is kept up to date.
- Liaise with heads of departments to ascertain entries, downloading and checking base data files from each examining board for the relevant exam period.
- To liaise with the cover manager to identify suitable rooms for exams, relocating staff and students where necessary and liaising with the site team for desks and chairs for exams.
- Prepare and issue all candidates with a statement of entry. Make entries by electronic transfer system. Providing timetables for staff, students and invigilators.
- Deal with all exam and assessment queries.
- Receive and thoroughly check all exam papers and materials, notifying exam boards of any shortfalls immediately. To ensure these papers are securely stored in accordance with examinations board regulations.
- Coordinate all cases of plagiarism, malpractice, appeals and special consideration for onwards transmission and consideration by the awarding body.
- Manage receipt of publications of all results to students.
- To submit all coursework and forms according to board timetables adhering strictly to their deadlines.
- Oversee exams, checking regularly that all is well with the invigilators and that sufficient spare material is available as necessary.
- To submit all script packages and label and send to relevant exam boards as soon as possible, ensuring that the security of the work is maintained at all times
- Organising the receiving, collating and issuing of results as per the boards instructions and assist with issuing statistics and spreadsheet.
- Responsible for the organising of presentation and parents' evenings.
- To carry out any other reasonable requests as directed by the Headteacher.

Data Manager:

- To provide, maintain and develop effective, up to date and comprehensive school database and management information systems.

	• To manage all aspect of data management, facilitating target setting by Senior leadership team. • Provide results analysis and baseline date for teachers. • To work closely with heads of departments and senior leadership team to produce accurate date to inform parents, staff, governors, and external parties. • To establish, maintain and develop database systems to hold student data. • To update, maintain and develop all databases and MIS used in the school, including the updating of teaching groups, timetables and other student information. • To obtain reports and statistics from the system and present in an agreed format. • To produce data to allow key staff to identify areas of weakness and groups of students for focused attention. • To work with the Senior Leadership Team to develop and deliver an efficient method of recording and delivering data. • To attend and contribute to meetings linked to any aspect of data or MIS. • To write guidance notes and provide staff training on the input and use of data. • To ensure all deadlines are met. • To use the appropriate databases/MIS for the effective production and collation of school reports. • To maintain and develop student records for the purpose of the school census. • To complete the school census and share with the Headteacher in a timely manner. • To support the formulation, production and maintenance of the school timetable. • To assist and administer the process of options, to offer choices to students at Key Stage 4 regarding selection of subjects. • Liaise with Norfolk County Council regarding statistics and prepare returns. • To produce termly reports to all parents for all pupils within the school and disseminate key data to stakeholders within the school. • To liaise with Admissions at Norfolk County Council regarding whole year cohort and in year admission requests.

General Duties:	• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature: **Date:**