



Post Title	Data Manager & Exam Officer
School / Organisation	Avanti Grange Secondary School
Location	Bishops Stortford
Grade	Grade 6, £28,565 - £30,390 per annum pro rata. Approximate pro rata £24,104 - £25,644 per annum (0.84383 FTE)
Hours	Part Time
Contract Type	Permanent
Reports to	Principal
Preferred Start Date	31 st August 2024

MAIN PURPOSES OF THE JOB

As the Data Manager, you will be responsible for providing strategic and effective management of timetabling, exam arrangements and reporting systems through the curation and analysis of data across the school. You will oversee the storage of data in our MIS and the use and integrity of information within our school. You will carry out research, write reports, and manage third party reporting systems which empowers users to undertake their own analysis.

RESPONSIBILITIES OF THE JOB

Key Responsibilities

- To create and maintain school timetable
- To produce set and class lists as required
- To produce data on staff deployment, including duties and teaching responsibilities
- To lead the development of appropriate reports, school profiles and other sources of information on performance for the school.
- Assist the Extended Leadership Team, to develop appropriate performance targets for the school as required.
- To provide for the SLT, ELT and other external agencies, a core set of analyses of curriculum data both internal and external.
- To develop plans/strategies for future use of data to close attainment and progress gaps between different groups of students
- To develop plans/strategies for future use of data to close attainment and progress gaps between different groups of students
- To develop plans/strategies for future use of data to reduce in-school variance between subjects
- Coordinate and oversee the gathering of relevant data for the OFSTED and other external inspections.
- Utilise relevant equipment and software packages in order to provide a fully comprehensive Timetable information system (Timetabler and Arbor)
- Be responsible for the accuracy, confidentiality and security of data produced by self and other people.
- To deputise for the Cover Manager in periods of absence preparing daily cover lists, duty rotas, examination cover lists and the school timetable.
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To undertake personal development to improve own practice
- To assist with student welfare duties including the supervision of students at lunchtime under the agreed system and lead a co-curricular club once a week
- To lead with school administrative duties including internal and external exams, line managing the invigilation team.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- To attend training and administer basic first aid as and when required



- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the School and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise as

Pupil Data Management

- Support with accurate curation of prior data to support understanding of key pupils
- Ensure that pupil records are complete and accurate
- Import/input prior attainment data for external pupils and input PP funding information from the DofE
- Liaison with the DPO to ensure compliance with GDPR guidance

Timetable, Assessment and Reporting

- Oversight of internal assessment processes – including setting up data sheets and ensuring accuracy within the data set.
- Management of internal assessment data, collating information through data marksheets, contributing to the creation of Trust-wide standardised marksheets
- Administration and support of standardised baseline testing
- Working with leaders to provide reporting for parents and external stakeholders
- Tracking of key groups of pupils, in consultation with leaders.
- Oversee the management of statutory returns processes such as the school census returns and engage with routine exercises
- Management of local authority data returns.

Analysis and Insight

- Provide data analysis as required by the Leadership Team and for the governing body
- Use third party tools (*such as FFT Aspire*) to load suitable benchmarks and targets into our management information.
- Assist teachers in the setting of robust targets that enable our students to enable their potential.

Examinations

- Oversee the registration entries with exam boards
- Manage the exams budget.
- Take ownership of the secure storage of papers and documentation (including checking papers when they arrive)
- Ensure information about qualifications and enrolments on our Management Information System (including downloading the latest Qualification numbers or QANs) is accurate. Ensure the set-up of domestic exams in our Management Information system.
- Work with HR to oversee the recruitment and essential training to invigilators.
- Keep up to date with JCQ regulations and ensuring that the ICE booklet is followed
- Work closely with Heads of Department to ensure entries are processed correctly, deadlines are adhered to and results are shared.
- Work with learning support to ensure that students get the correct access arrangements during exams
- Collaboration and Partnership
- Attend Trust 'Data Team' meetings and contribute/ review / develop the service and processes in collaboration with the wider Trust team by using your experience of what works, feedback and suggested improvements from your school.

PERSON SPECIFICATION

Criteria	Requirement
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		<i>Essential</i>	<i>Desirable</i>
1.	Demonstrable experience of developing and maintaining administrative systems and procedures.	X	
2.	Excellent level of literacy and numeracy skills.	X	
3.	Significant experience of working in a similar role within an educational setting.	X	
4.	Experience of supervising other administrative staff effectively including the allocation of work.	X	
5.	Excellent ability to communicate clearly and concisely both orally and in writing.	X	
6.	Appropriate knowledge of first aid	X	
7.	Excellent ICT skills and working knowledge of school management information systems	X	
8.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
9.	Ability to plan and manage their own time effectively and work prioritising tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
10.	Ability to interpret information and to devise work guidelines for other staff.	X	
11.	Promote and safeguard the welfare of children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf>