

## DOVER GRAMMAR SCHOOL FOR BOYS

### Support Staff Job Description – Data Manager and Examinations Officer

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Specific Duties

<b>Post</b>	<b>Data Manager and Examinations Officer</b>
<b>Core Purpose</b>	<ul style="list-style-type: none"> <li>To lead on and have strategic oversight of the implementation, management and use of the school's data management systems; to manage all aspects of the school's examination requirements</li> </ul>
<b>Contract Type</b>	<ul style="list-style-type: none"> <li>KR 8 to KR9 according to skills and experience.</li> <li>Permanent, Full-Time contract</li> </ul>
<b>Hours</b>	<ul style="list-style-type: none"> <li>37 hours a week, 8am - 4pm Mon - Thurs and 8am - 3.30pm Friday</li> <li>There is some flexibility around these hours for the right candidate</li> </ul>
<b>Line Management</b>	<ul style="list-style-type: none"> <li>Deputy Headteacher (Outcomes)</li> </ul>

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>Management of SIMS within the school</li> <li>The creation and management of Assessment Reports and templates</li> <li>Management of the admissions systems</li> <li>Management of the school census</li> <li>Provision of support to the school's timetabler</li> <li>Management of all aspects of Internal and Public examinations, to include (but not limited to) entries, maintenance of policies, liaison with examination boards and access arrangements</li> <li>Organisation of examination materials</li> <li>Invigilator recruitment and training</li> <li>Results and post results services</li> <li>Support to Senior Leadership Group (SLG) and general office administration.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>To address the appraisal targets set by the Line Manager</li> <li>To play a full part in the life of the school community, to support its distinctive aim and ethos, and to encourage students to follow this example</li> <li>To promote actively the school's corporate policies.</li> <li>To comply with the school's Health &amp; Safety Policy and undertake risk assessments as appropriate</li> <li>To show a record of excellent attendance and punctuality</li> <li>To adhere to the school's policies and specifically the code of conduct</li> <li>To engage positively in meetings with colleagues and parents</li> <li>To attend training sessions as agreed with your Line Manager</li> </ul>
<b>Liaising With:</b>	Headteacher, Senior Leadership Group, Extended Leadership Group, Subject Leaders and relevant teaching and support staff, parents, examination boards and outside agencies as required.
<b>Disclosure Level:</b>	Enhanced