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|  | JOB DESCRIPTION |

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| **Job Information:***All information to be as shown on organisation chart.* |
| **Job Title:** Data Manager & Exams Officer**Directorate:** People’s Services | **Post No:** U438**Division:**Schools | **Grade:**HC7**Section:**Aylestone Federation of Schools |
| **Organisational information:****Responsible to:** Senior Leadership Team**Functional links with:** IT Network Manager, Bursar, Senior Leadership Team, SENCO, Teaching Staff, Invigilators, SSTWs, Site Staff. Local authority, DfE, external agencies, exam boards and parents. |
| **Main Purpose of Job:**To manage and develop the SIMS information system and other applications, To maintain after implementation the whole school timetable. To research, develop and produce data reports for staff, parents and other bodies as required.To provide training to staff in using data software. To manage the smooth running of school internal and public examinations and to carry out administrative tasks and duties as appropriate, including attendance monitoring. To organise cover for absent staff across the Federation. |
| **Main Responsibilities / Accountabilities:**The jobholder will be expected to complete the responsibilities / accountabilities effectively.**SIMS management and data provision**1. Manage user base for SIMS software (access right etc) and any software that monitors attainment data.
2. Providing prompt and positive support to staff using all SIMS modules, including training
3. To be the main point of contact for the SIMS Service Level Agreement
4. Maintaining all SIMS operational and training documentation.
5. Evaluating new SIMS modules and upgrades to existing modules/applications.
6. Be responsible for input of student data, including importing and exporting CTFs
7. To maintain electronic data for students joining/leaving; alerting Learning Managers and Head Teacher of any safeguarding concerns.
8. To implement, maintain and produce the school’s annual staff, student and room timetables under the direction of the Deputy Headteacher.
9. To support data analysis and to produce key reports to various stakeholders including the Headteacher, Governors and Staff.
10. To maintain student records and manage all records regarding in year transfers.
11. To maintain student records and manage all records regarding in year transfers.Governors and results..egotiating fees and servio manage the student records for new Year 7 admissions.
12. To assist the primary schools in their Year 6 leavers records transfers.
13. Establish and manage procedures for data updates with teaching and support staff.
14. Maintain accurate assessment records for all students.
15. Manage the student Option choices within SIMS.
16. Collect, collate and distribute appropriate data to staff, students, parents and other interested agencies.
17. Provide data to external agencies – PLASC, SEN, Attendance, KS3 and KS4 tracking and results.
18. To compile and submit the School Census and Workforce Census for the three Federated Schools, and act as a point of contact for any queries from the LA.
19. Liaising with the Senior IT Technician and Capita to ensure all upgrades are installed properly.
20. To maintain staff records, including personal data, absence data and training records.
21. To administer timely and accurate data collections from parents and staff.
22. To maintain SISRA Analytics, SISRA Observe, SIMS In touch, SIMS Parent App, Options Online, FFT Aspire, Pupil Tracking and Show My Homework.
23. To train staff at the primary schools on SIMS and SIMS In Touch.
24. Attend SIMS and related training and seminars, and to arrange external SIMS training for staff where required.

**Assessment, Recording and Reporting**1. Maintaining and developing the whole school assessment system using external systems.
2. Provide assessment data and analysis reports in a variety of formats.
3. To maintain a good general knowledge of the schools systems in order to carry out duties effectively.
4. Liaise with staff regarding assessment data input, and ensure deadlines are adhered to.
5. Managing the electronic reporting system including regular updates on the production of individual student reports.
6. To produce and distribute student reports within deadlines.
7. To manage the administration of the student report process and generation and printing of student reports.
8. Collecting and sending Key Stage 1, Key Stage 2, Early Years and Phonics test results and teacher assessments to the Local Authority and DfE with consideration to meeting data quality requirements and time constraints.
9. To undertake the Data Checking exercise with the DfE
10. To manage CATS data.
11. To administer target setting, making use of external data systems such as FFT Aspire and CATS results.
12. To assist in the preparation of school performance data.
13. To update and maintain SISRA for data analysis and monitoring – to anticipate future data needs and ensure that data and analysis is in line with changes to assessment.

**Absence and Cover**1. To organise and arrange cover for absent staff including outside supply agencies, and including the primary schools (need to be able to start work at 7.30am).
2. To be involved in the recruitment of staff where external recruitment agencies are involved, including negotiating fees and services.

**Examinations**1. To be responsible for examination entries for external exams to the examination boards for all public exams including BTEC, GCSE and other exams as necessary, ensuring the highest level of accuracy, liaising with Heads of Department to ensure that student entries meet the required deadlines.
2. To organise and run internal examinations for all year groups, including creating timetables and instructing internal staff to invigilate.
3. To lead on the recruitment, training and line management of exam invigilators (as appropriate) and create a timetable of their responsibilities and activity.
4. To provide annual training of all invigilators, including internal staff, and to arrange specific access arrangement training where needed.
5. Where possible, to arrange for students at this school to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in community languages.

Conversely, to make arrangements for candidates who are not students at this school to take examinations here, on an individually agreed basis.1. To disseminate information about public exams to staff, pupils and their parents via the media established by the School.
2. To liaise with staff, parents, students and to deal with complaints and queries about public examinations.
3. To sort out examinations papers as they arrive, maintaining security and confidentiality of all papers as required by the exam boards.
4. To be responsible for the daily running of public examinations including an overview of practical examinations and to inform Site Staff about arrangements that need to be made for furniture in examination rooms.
5. To produce the invigilation/cover timetable and provide information about the examination timetable, eg. dates/times of examinations and the number of entrants, including for internal exams.
6. To brief students on examination procedures and conduct via the candidate handbook, and to produce guidelines for staff and students.
7. To be responsible for examination stationary, the secure collection and despatch of completed scripts. Providing an overview of any collection, despatch and return of other exam related paperwork or items.
8. To be present on the day before the school is notified of results and on the day itself, or arrange for a suitable well – briefed substitute who is capable of producing the relevant statistics and can make arrangements for distributing results. (The substitute must be acceptable to the Head Teacher)
9. To provide relevant statistics on examination entry and examination results to the Head, the Governors, the LEA and the DfE and to assist in checking DfE statistics and examination results information before publication and oversee the copying and distribution of results by the school.
10. To arrange for Reviews of Results, reports and queries about exam results from the examination board and to check certificates with Senior Leadership Team/Head Teacher before they are given to the students.
11. To liaise with the Bursar to ensure retrieval of costs of examination entry from absentees and to check invoices received from examination boards for accuracy, checking the expenditure of budget resources allocated by the Bursar.
12. To purchase and manage CATS testing where required, including for the new Year 7 cohort on transition day.
13. Responsible for writing and updating all examination policies as required by JCQ.
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15. To manage access arrangements needed for examinations, instructing ICT Technicians and Student Support Workers to implement these where needed. This includes overseeing the Access Arrangements online applications by the JCQ deadline.
16. To support the Headteacher in the investigation of Malpractice allegations.

**General Administration**1. To generate and check student reports; liaising with Deputy Head to ensure reports are correct and deadlines met.
2. To undertake reception duties, and deal with enquiries when necessary. This could involve more complex enquiries or taking initiative in dealing with upset or difficult parents/carers Taking messages and ensuring they are passed on promptly.
3. To support and assist members of the team to cover any administrative staff absences.
4. To undertake First Aid Training and provide first aid support to the staff and students as required.
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| **Other information:**Disclosure type: Enhanced |

Note: *This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the*

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|  | PERSON SPECIFICATION |

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| **Job Information:***All information to be as shown on organisation chart.* |
| **Job Title:**Exam & Data Manager**Directorate:**Children & Young People | **Post No:**TBC**Division:** | **Grade:****TBC****Section:** |
|  | **Essential** | **Method of Assessment\*** |
| **Experience** | Significant experience of working in a clerical / analytical role, preferably in a secondary school.Significant experience of supervising other staff.Significant experience of producing complicated information from database programs. | AF, I |
| Skills and Abilities | Ability to produce a high standard of work under pressure of short deadlines and colleague expectations.Ability to draft effective and accurate reports on behalf of the teaching staff.Able to communicate effectively with parents, pupils and visitors to the school.Computer literate and effective user or Word, Excel and/or SIMS.Well organised and flexible approach to work.Ability to work constructively and supportively as co-ordinator of a team.Precise attention to detail.Able to work largely on one’s own initiative.Good customer care skills.Ability to organise the work of other and support exam invigilators and junior administrative staff.Proved ability to manage a large amount of statistical information. Ensuring that data submissions are completed online within tight deadlines. | AF, I |
| **Qualifications and Training** | Graduate level qualification in relevant field.A level Maths and English or equivalent.Record of CPD in relevant disciplines. | AF, I |
| **Other Factors** | Able to work flexible hours to meet the seasonal demands of the job, working to ensure that exam results are issued promptly on the prescribed dates.Commitment to working with young people.Willingness to work in support of the inclusive ethos of the school.A keen understanding of Data Protection and confidentiality. | I |
| **Date Person Specification reviewed:** | January 2007 |
| Line Manager Name: | Line Manager Signature:Date: |

\*Method of Assessment: AF = Application Form; I = Interview;

S = Selection Method; P= Presentation