

Beacon Academy
: SCP 25 (FTE £33,945 Actual £30,078.72)
Permanent, term time plus 10 days
37 hours per week
Invigilators
Deputy Headteacher

- Arbor student management systems and processes
 - Student assessment and curriculum data
 - Internal and external examinations
 - Data Protection Lead (DPL)
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- Provide efficient and effective organisation of the academy's assessment, reporting and data analysis systems
 - Support for data relating to examinations, both entries and results
 - Support the timetabling team and overall curriculum management processes
 - Maintenance of student records
 - Arbor System Management
 - Whole school data management
 - Data Protection Lead; compliance, responding to data breach and subject access requests (SARs).
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- Creation and analysis of internal student assessment data
 - Support Senior Leadership Team in developing and analysing student progress data as per the Academy calendar
 - Sourcing and importing Key stage 2 results into Arbor
 - Producing Assessment templates for staff entries
 - Producing half-termly assessment reports for student progress tracking
 - Preparing data for departmental self-evaluation, review and target settings processes including implementation and preparing data for GL Assessments
 - Producing statistical returns and exporting data as required for public bodies
 - Producing all statistical information and analysis of both students and staff for various audiences
 - Setting targets for students under guidance of SLT

Support the SLT to:

- Create and maintain systems, processes and policies for Curriculum Leaders, SEND Team and others to enter examination entries including all those needing additional adjustments
- Ensure the accuracy of all entries including those requiring additional needs/arrangements
- Ensure the efficient administration of external examinations including the analysis of student performances and any reporting requirements post results
- Liaise with appropriate colleagues to create the necessary rooming and staffing arrangements for the school's internal and external exams

Work with the Timetable Team to assist them with:

- Setting-up new dataset before timetabling process is commenced
- Running the year end process to upgrade existing teaching groups in Arbor
- Support configuring Arbor to the requirements of the timetable
- Creation of teaching groups
- Mid-term admissions timetable maintenance for students

- Ensuring all student records are accurate and up to date in line with pupil census guidelines
- Working closely with Admissions team to ensure that data is entered in a standardised manner and providing support and training as necessary
- Generating and checking Pupil Census report and dealing with any errors
- Overseeing on/off roll process and ensuring that all school and legal requirements are met, such as generating CTF's and updating attendance data
- Downloading CTF's for all admissions and mid-term admissions

Working closely with Attendance Officer in setting up attendance calendar on Arbor at the start of each Academic Year

- Be responsible for checking attendance data for completeness prior to the submission of Pupil Census and assisting the Attendance Officer in resolving issues

- Liaising with Arbor to resolve any technical issues
- Ensure the completion of the relevant statistical data to external bodies, this will include but is not limited to the Pupil Census.

The duties outlined in this job may be modified by the Headteacher, to reflect or anticipate changes in the job, commensurate with the salary and job title and the post-holder may be asked to undertake other duties as reasonably requested by the Line Manager or Principal.

- May set up exam rooms
- Responsible for large expenditure on examination fees
- Responsible for the safe storage and sending of sensitive information, such as examination papers, examination certificates and maintaining records of all examinations and results. Creates information systems for the examination function.

- May guide and support students in their personal, emotional and social development

- Understand and adheres to exam regulations
- Adheres to the school's behaviour management and safeguarding policies and other relevant policies

- May demonstrate own duties to new or less experienced staff
 - Recruitment and co-ordination of casual Exam Invigilators
 - Liaison with other staff involved in examinations.
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- Provides information and communication with school staff, parents / carers, students and external examination boards on examination issues.
 - Carries out analysis of examination entries and results; deals with examination related queries and problems, timetable clashes.
 - Provides advice in relation to external examination regulations.
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- Required to interpret information and situations and will solve varied problems and develop solutions.
 - Makes decisions on a broad range of the administrative necessary for the effective operation of the examinations process.
 - Access to line manager for unusual or difficult problems
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- Normal physical effort and may carry minor loads
 - Work normally carried out in an office environment
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- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
 - Be aware of, and support, differences and ensure equal opportunities for all
 - Maintain confidentiality of information acquired in the course of undertaking duties
 - Ensure that work is completed in compliance with relevant legislation and procedures relating to this role
 - Ensure GDPR principles are embedded in normal working practices
 - Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities
 - As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
 - The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objective
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- An enhanced disclosure and barring check will be a requirement of the post.

Person Specification – Data and Exams Manager

		Essential	Desirable
	<ul style="list-style-type: none"> ▪ Educated to at least A Level or equivalent or have relevant vocational experience ▪ Recognised GCSE or equivalent qualifications in English and Mathematics ▪ Knowledge and understanding of the data requirements of schools ▪ Ability to interpret and analyse data and information in order to make decisions or recommendations ▪ Excellent knowledge of a variety of ICT applications, including Excel ▪ Knowledge of Management Information Systems ▪ Good knowledge of data protection and freedom of information legislation ▪ Knowledge of statutory data reporting requirements, e.g. school census ▪ Evidence of recent continued professional development 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
	<ul style="list-style-type: none"> ▪ Experience of working in data management ▪ Experience of managing and developing data systems ▪ Experience of producing accurate data for reporting and assessment ▪ Experience of information gathering and in-depth analysis ▪ Experience of working in an educational environment ▪ Experience of working with particular data systems, e.g. Arbor 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
	<ul style="list-style-type: none"> ▪ Excellent IT skills ▪ Ability to focus on detail and accuracy when compiling data reports ▪ Excellent organisational and time management skills ▪ Ability to plan and implement systems to maximise use and effectiveness ▪ Ability to plan, organise, prioritise work and meet tight deadlines, often managing conflicting priorities ▪ Excellent communication at all levels 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none">

	<ul style="list-style-type: none"> ▪ Ability to work unsupervised in a leading role ▪ Ability to produce written reports suitable for a variety of audiences ▪ Enthusiastic, innovative and forward-thinking ▪ Ability to work to professional standards, to develop effective working relationships, think independently and influence others through persuasion and/or discussion 	 ✓ ✓ ✓ ✓	
	<ul style="list-style-type: none"> ▪ Confident and at ease when meeting and communicating with a diverse range of people ▪ Excellent interpersonal skills, e.g. ability to deal sensitively with people and resolve conflict ▪ Ability to think creatively and strategically ▪ Willingness to take on responsibility ▪ Commitment to personal development of self and team ▪ Willingness to display flexibility in working hours to best support the needs of the academy during key periods 	 ✓ ✓ ✓ ✓ ✓ ✓	
	<ul style="list-style-type: none"> ▪ Demonstrate commitment to safeguarding and promoting the welfare of children and young people ▪ Enhanced DBS disclosure check 	 ✓ ✓	