

# Information Pack for

**Exams & Data Manager**



**Hornsey**  
School for Girls

FORTIOR·QUO·PARATIOR  
The Better Prepared the Stronger



## Hornsey School for Girls

Inderwick Road, Hornsey, London, N8 9JF

Headteacher – Ms Kuljit Rahelu

[www.hsg.haringey.sch.uk](http://www.hsg.haringey.sch.uk)



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## Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.



Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’ We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 6 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.

Kuljit Rahelu

Headteacher

Bradley Fage

Chair of Governors



# Hornsey School for Girls

## The Better Prepared the Stronger

### Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

### Values

- 1. Have respect for all.** Treat everyone and everything around you with the highest respect.
- 2. Show kindness to everyone.** Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
- 3. Give 100%.** Work hard in lessons and at home; give everything you do your absolute best at all times.

## Work Life balance – reasons to work with us

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Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

20% PPA as standard

Meeting schedules and timeframes shared at the start of the year to enable planning

Directed time used to support CPE as well as operational management

Welcomes flexible working applications and agree all those that meet the business needs of the school

Centralised detention systems to reduce demands on middle leaders

Staff consultation group

# JOB DESCRIPTION - Exams & Data Manager

<b>Job Title:</b> Exams & Data Manager	<b>Salary range:</b> PO2
<b>Responsible for:</b>	
<b>Reporting to:</b> Assistant Headteacher	
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>• The main purpose of this role is to effectively and efficiently manage the school's examinations and data entries.</li></ul>	
<b>Principle Accountabilities:</b> <ul style="list-style-type: none"><li>• Managing the school's examinations and results days</li><li>• Supervision of the administrators to support data entry</li><li>• Interface with the School Office Manager and ensure effective communication within the team</li><li>• Lead tasks with contributions from a range of staff with a variety of skills and contributions according to their own roles</li><li>• Carry out Performance and Development Reviews for staff as/ if appropriate</li></ul>	
<b>Core responsibilities (exact responsibilities to be agreed on appointment):</b> <p>The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.</p> <b>EXAMS</b> <ul style="list-style-type: none"><li>• Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken</li><li>• Ensure the effective organisation of sittings for all examinations, including booking venues, seating, resolving clashes and creating the annual timetable for administration of all examinations and tests including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery</li><li>• Make arrangements for students taking examinations that have requirements that are out of the ordinary.</li><li>• Ensure the effective administration of examination entries e.g. from ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards.</li><li>• Liaise with staff/Heads of Department re pupil examination entries</li><li>• Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results</li><li>• Complete examination entries and securely store and send completed examination papers to external examination boards ensuring all deadlines are met</li><li>• Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements</li><li>• Organise the School's external invigilators, including training and ensuring up-to-date information is provided to them</li><li>• Manage arrangements for internal examinations</li><li>• Responsible for the preparation of examinations,</li><li>• Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not School pupils and for School pupils to sit examinations elsewhere including applying for and monitoring access arrangements</li><li>• Liaise with the budget holder of Exams and keep accurate and up-to-date records of examination entry costs and other relevant financial issues.</li><li>• Ensure that any/all entry fees levied from students are recorded with the finance team</li><li>• Supervise other staff involved in examinations</li><li>• Authorise invoices for charges raised in respect of candidate entries</li><li>• Collate financial information regarding exam re-sits.</li><li>• Liaise with FE Colleges, 6<sup>th</sup> forms as appropriate</li><li>• Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.</li></ul>	

# JOB DESCRIPTION - Exams & Data Manager

## DATA

- Create and generate interim reports to parents on students' progress and achievements
- Input data, check information and run reports for senior members of staff, directors of learning, and teaching and support staff as required to help highlight trends, results, best practice and potential risks.
- Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance.
- Responsible for ensuring that statutory returns are completed accurately and on time
- Work with the school office manager in the creation and implementation of the school Timetable
- Maintain and manage the school assessment and reporting systems including on line tracking tools such as SISRA
- Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff.
- Distribution and interpretation of data reports e.g. RAISE online, SISRA, FFT, ALIS.
- To be an active part of the school's census returns, ensuring accurate records are maintained for each pupil and reporting as required to the Department for Education.
- To provide ICT skills and knowledge to support data management across the school, supporting in depth analysis of individual teacher, subject and curriculum performance.
- Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management.
- To work with the SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for DfE reporting points
- To work with the School Office Manager in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number
- To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tool
- To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns) for the School
- Maintain manual and computerised records and data management information systems.
- Deal with enquiries either by telephone or face-to-face from the School.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

## School Ethos

For Hornsey staff in general:

- To play a full part in the life of the school community, to support its distinctive vision and ethos to lead staff and students in doing the same.
- To actively support the school's corporate policies and aspirations.
- To adhere to the staff professional code of conduct as developed collectively by staff.
- To comply with the schools Health and Safety Policy and undertake risk assessments as appropriate.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

## Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. 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. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**This role is subject to an enhanced DBS check.**

Job Title: Exams & Data Manager

## Safeguarding statement

**Our core safeguarding principles are:**

### **Promotion**

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school

### **Prevention**

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures

### **Protection**

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

### **Support**

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

### **Working with parents and other agencies**

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

### **The school will:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the citizenship (personal, social, health, education) CPSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies



# PERSON SPECIFICATION — Exams & Data Manager

	Essential or Desirable
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• NVQ3 or equivalent qualification or experience in relevant discipline (or working towards)</li> <li>• Educated to a degree level</li> <li>• GCSE (or equivalent) A*-C in English and Maths</li> <li>• Working with pupils of relevant age</li> <li>• Working in a similar role previously</li> <li>• Organising, leading and motivating other staff</li> <li>• Developing, managing and operating clerical/administrative/ and organisational systems</li> <li>• Managing staff</li> <li>• Analysing and evaluating data</li> </ul>	<ul style="list-style-type: none"> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> </ul>
<b>Knowledge &amp; Skills</b>	
<ul style="list-style-type: none"> <li>• Effective use of IT packages including SIMS</li> <li>• Use of specialist equipment / resources</li> <li>• Full working knowledge of relevant policies / codes of practice / legislation</li> <li>• Ability to organise, lead and motivate other staff</li> <li>• Ability to plan and develop systems</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Good knowledge of financial regulations</li> <li>• Excellent attention to detail</li> <li>• Excellent literacy/numeracy skills</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to plan, organise and prioritise</li> <li>• Functional awareness of and experience with HR practice</li> </ul>	<ul style="list-style-type: none"> <li>• Desirable</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> <li>• A sense of perspective and humour</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> </ul>
<b>Equal Opportunities</b>	
<ul style="list-style-type: none"> <li>• Commitment to implementation of the school's equal opportunities policy</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>
<b>Continuous Professional Development</b>	
<ul style="list-style-type: none"> <li>• Willingness to undertake additional training / staff development at appropriate</li> <li>• Ability to reflect on your own professional practice</li> </ul>	<ul style="list-style-type: none"> <li>• Desirable</li> <li>• Desirable</li> </ul>

# PERSON SPECIFICATION —Exams & Data Manager

Other Requirements	

**CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:**

**NAME:**

I confirm that I have read this job description and person specification

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

**Signatures:**

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date .....