



Notley High & Braintree Sixth Form Job Description & Person Specification Examinations & Data Manager

Job Title:	Examinations & Data Manager
Scale:	Scale 9
Responsible to:	Deputy Headteacher – Quality of Education
Responsible for:	Exam Assistant

Job Purpose:	To manage and co-ordinate the administration of examination and all aspects of internal and external examinations in accordance with the statutory standards and to develop; and to co-ordinate school data process and systems to provide reports and analysis that meets reporting standards internally and externally, adhering to national regulations and guidelines.
Duties & Responsibilities:	<p>Examinations:</p> <ul style="list-style-type: none"> • Liaison with all examination boards regarding general queries. • Oversee the MIS including downloading of examination components for entries onto the MIS examination system. • Prepare examinations timetables, book necessary rooms, monitor and check examinations papers to ensure the correct number of examination papers are received and the school has all the necessary associated materials. • Liaise with the SEND Department regarding applications for access arrangements required for candidates and input these into the JCQ portal. • Comply and be familiar with all JCQ regulations, including those for access arrangements. • Oversee, training and recruitment of the invigilator team. • Liaise with site staff to ensure exam rooms are set up correctly and catering staff to ensure early lunches/late breaks are provided when necessary. • Oversee the accurate ordering of examination/question papers. • Responsible for the accurate starting and finishing of examinations. • Distribution of examination entries for amendment and checking by Subject Leaders / SLT and Curriculum Directors, submitting examination entries. • Distribution of pupil examination timetables, data collection forms and letters to students, parents and examination boards on relevant examination issues. • Oversee the management and communication of private candidate entries / examinations. • Oversee the dispatching of the completed scripts to markers accompanied by accurate attendance sheets.



	<ul style="list-style-type: none"> • Oversee of predicated grades – ensuring these are delivered on time to the examination boards. • Oversee the safety and security of the examinations room, examination papers and safe. • Oversee the collation and distribution of result slips to students. <p>Data/Assessment/Pupil Tracking:</p> <ul style="list-style-type: none"> • To create, oversee and develop the use of data for the Senior Leadership Team (SLT) and for teaching staff across all aspects of the school’s activities in line with Ofsted requirements of the school’s pupil and student relation information. • Create Arbor reports and data analyses as required. • Migrate and maintain Timetable, as directed by Senior Leaders. • Be proficient in all aspects of the use of Arbor and all other data systems. • Establish and maintain permissions for Arbor and other school data systems, ensuring that user access relates to job roles and responsibilities. • To work with the SLT to regularly review data systems, procedures and working practices. • To attend SLT and ELT meetings, as required, to present and further investigate data trends. • Production of key reports, including half termly school progress analysis, attainment reporting, individual pupil progress reports, governance reporting, academy trust reporting, local authority reporting and performance table and census. • Collate data from internal and external assessments, generating pupil target grades for individual student reports. • Distribution and interpretation of data reports e.g., progress data, behaviour • 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 SLT in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number. • Responsible for delivering training in the key technology areas of computer desktop software and education authority processes, and wider data reporting tools to the education leadership team, wider education team and other groups of staff as necessary. • To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools. • To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets. • Create and distribute end of term reports. • Provide analytical type administration support for the Senior Leaders, as required.
<p>General:</p>	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and



	<p>security of information as appropriate. Take personal responsibility for all personal data within own working environment.</p> <ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
--	--

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E
	• Training in data protection and GDPR.	D
	• Evidence of continued professional development in exams administration or data management.	D
		D
Knowledge & Experience	• Working in a school/college or administration environment.	E
	• Managing the administration of examinations.	E
	• Working with confidential and/or sensitive materials.	E
	• Managing other members of staff, such as invigilators	E
	• Managing time and workload to meet deadlines.	E
	• Proficiency in IT systems, particularly databases and spreadsheets (e.g., Excel).	E
	• Using a management information system (MIS).	E
	• Working with data sets.	E
	• Working with awarding bodies and regulatory organisations, e.g. JCQ.	E
• Complying with statutory regulations set by external bodies.	E	
Skills and attributes	• Highly efficient in planning, prioritizing, and meeting deadlines.	D
	• Competent in analysing, interpreting, and presenting data clearly.	D
	• Ensures absolute accuracy in all tasks, especially data handling.	D
	• Strong written and verbal communication skills for liaising with stakeholders, including staff, students, and external bodies.	D
	• Demonstrates initiative in resolving logistical or administrative challenges.	D
	• Skilled in using IT systems, including spreadsheets, databases, and exam software.	D
	• Capable of handling high-pressure periods, such as exam seasons, calmly and efficiently.	D
Personal qualities	• Ensures accuracy and precision in all tasks.	E
	• Manages deadlines calmly and responsibly.	E



	<ul style="list-style-type: none">• Handles sensitive information discreetly.• Solves problems and interprets data effectively.• Works well with others and explains processes clearly.• Thrives under pressure and responds to challenges flexibly.	E E E D
Other	<ul style="list-style-type: none">• Committed to equality and diversity.• Commitment to own continuous personal and professional development.• Committed to our Health and Safety policies and procedures.• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.• Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 2025.