

Support Staff Job Description – Jan 2020

Role: Exams and Data Manager

Reporting to: School Business Manager

Hours: Full Time, 52 weeks

Salary: PO2

Main Purpose of the Role
The main purpose of this role is to effectively and efficiently manage the school's examinations and data needs including reporting, assessment, examination protocols
Principle Accountabilities:
<ul style="list-style-type: none"> • Managing the school's examinations and results days • Ensure a high degree of digital literacy and IT competency is maintained through relevant training • Supervision of administrators to support data entry and quality assurance • Interface with the School Office Manager and ensure effective communication within the team • Lead tasks with contributions from a range of staff with a variety of skills and contributions according to their own roles • Ability to meet deadlines • Carry out Performance and Development Reviews for staff as/ if appropriate
Duties
<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> <p>EXAMS</p> <ul style="list-style-type: none"> • Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken • 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 • Make arrangements for students taking examinations that have requirements that are out of the ordinary. • 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. • Liaise with staff/Heads of Department re pupil examination entries • Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results • Complete examination entries and securely store and send completed examination papers to external examination boards ensuring all deadlines are met

- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements
- Organise the School's external invigilators, including training and ensuring up-to-date information is provided to them
- Manage arrangements for internal examinations
- Responsible for the preparation of examinations,
- 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
- Liaise with the budget holder of Exams and keep accurate and up-to-date records of examination entry costs and other relevant financial issues.
- Ensure that any/all entry fees levied from students are recorded with the finance team
- Supervise other staff involved in examinations
- Authorise invoices for charges raised in respect of candidate entries
- Collate financial information regarding exam re-sits.
- Liaise with FE Colleges, 6th forms as appropriate
- 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.

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.

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

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

Person Specification:

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

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.