Brampton Manor Academy
Examinations and Data Manager

Job Description

Salary (£42,324 per annum; Actual: £38,384 per annum) - negotiable
Term time only plus two weeks
Full-time (36 hours per week)
Required to cover all GCSE/GCE examination results days in August

The postholder is required to perform the duties below. S/he will be responsible to their line-manager and will demonstrate a genuine commitment to our equalities policy and the well -being of all students.

Main Duties and Responsibilities:

1 Organisation & Management – Staff
   a. Reports to a member of the SLT
   b. Management and supervision of exam invigilators
   c. Liaise with the Operations Manager and Head of IT as appropriate
   d. Lead tasks with contributions from a range of staff with a variety of skills and contributions according to their own roles

2 Data Management and reporting
   a. To create, oversee and develop the academy's use of data for the Senior Leadership Team and for teaching staff across all aspects of the academy activities
   b. Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance.
   c. To work with the SLT to regularly review data systems, procedures and working practices
   d. Maintain and manage the academy assessment and reporting systems including on line tracking tools such as SISRA
   e. To attend some SLT meetings to present and further investigate data trends
   f. Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff.
   g. To compile complex spreadsheets as required and to design complex SIMS reports.
   h. Collate data from internal and external assessments, generating pupil target grades for individual pupil reports.
   i. Distribution and interpretation of data reports e.g. ASP, SISRA, FFT etc.

j. To be responsible for the academy's census returns, ensuring accurate records are maintained for each pupil and reporting as required to the Department for Education.

k. To provide ICT skills and knowledge to support data management across the academy, supporting in depth analysis of individual teacher, subject and curriculum performance.

l. 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.

m. 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

n. To work with the Operations Manager in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number

o. To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tool

p. To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets

q. To generate student assessment reports and organise their distribution to the pastoral team and parents

r. To attend and contribute to the Trust Data Manager team meetings

3   Examinations

a. Ensure that all external examinations are conducted strictly in accordance with exam board and JCQ regulations.

b. 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.

c. Make arrangements for students taking exanimations that have requirements that are out of the ordinary.

d. 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.

e. Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team and to organise the distribution of results to students.

f. Ensure safe arrival, storage, delivery and logging of examination papers and other examination materials sent by the Examination Boards

g. Plan and organise the academy revision cycle activities in preparation for final public examinations

4   Communication

a. Ensure relevant data and information is communicated to candidates, staff, and management.

b. Ensure effective communication to and from examination boards including: Entries
   i.   Coursework marks
   ii.   Estimated grades
   iii. Access arrangements liaise with SENCO
   iv.   Special considerations

     v.   Dissemination of results and certificates
     vi.   Cash-ins and declines of grades
     vii.   Requests for enquiries about results
     viii.   Requests for return of scripts
     ix.   Details of syllabuses/training courses

5   Finance

a. Be responsible for the Examinations budget, liaising with the Business Manager, and keep accurate and up-to-date records of examination entry costs and other relevant financial issues.

b. Ensure that all entry fees levied from students are collected and paid to the Finance Department.

c. Authorise invoices for charges raised in respect of candidate entries

d. Collate financial information regarding exam re-sits.

6   Development

a. Acquire, maintain and share up-to-date knowledge of the examinations system, examination Board regulations and any changes which occur within the examinations field.

b. Liaise with Examination Boards regarding all aspects of policy relating to examination regulations and ensure adoption of best policy and practice within the academy.

c. Fully utilise computer systems and internet processes for examination administration.

7   Invigilation

a. Recruit, train and monitor external invigilators for each examination sessions. The daily management of invigilators may be delegated to a senior invigilator although ultimate responsibility remains with the post holder.

b. Ensure smooth running of examinations.

c. Liaise with Senior Exam Invigilator to ensure invigilator timetable is produced, that invigilators are trained and that invigilators are supported.

8   General

a. Liaison with other departments and staff as necessary on matters regarding data and examinations.

b. Attendance at staff meetings and INSET activities where relevant.

c. To uphold and actively support the academy's ethos, policies and procedures.

d. Support with the arrangements for staff cover when required.

e. Support with general administration in the main school office as required.

f. 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.

This job description does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The School reserves the right to amend this job description at any time.

Person Specification			
	Essential	**Desirable**	**Measured By**
Experience - Experience of working as an exams officer - Experience of working with complex data - Experience of using a variety of software packages and managing management information systems and databases	☑ ☑	☑	AF/I
Qualifications/Training 5 GCSE's or equivalent including English and Mathematics 'A' Level or equivalent / good degree - Information Management qualification - Be willing to undergo training and refresh skills as appropriate	☑ ☑	☑ ☑	AF/I
Knowledge/Skills - Knowledge of how the use of data can be used to improve performance and input into developing strategies - Able to develop and manage systems and procedures - Excellent working knowledge of appropriate use of ICT with respect to data collection and analysis - Ability to communicate effectively both orally and in writing - Is organised and a meticulous at maintaining accurate records - Proficient in the manipulation of figures in spreadsheets and Microsoft Office applications - Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, including Data Protection	☑ ☑ ☑ ☑ ☑ ☑ ☑		AF/I
Behavioural attributes - Ability to work as part of a team and to work independently and use own initiative - Able to act calmly at times of stress or pressure - Capacity for hard work and high expectations of self and others - Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect - Takes responsibility and accountability - Demonstrates a "can do" attitude including suggesting solutions and achieving expectations - Is committed to the provision and improvement of quality service provision - Is committed to the continuous development of self and others by keeping up to date and	☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑		AF/I

sharing knowledge, encouraging new ideas and developing new skills.			