

Goresbrook School

Job Description

Post: Examination and Data Manager
Responsible to: Assistant Principal

Main purpose of the post:

To ensure the smooth running of examinations within Goresbrook School and to provide data analysis and profiles for the Head Teacher, Leadership Team, Data Processing Manager and others.

Key responsibilities:

- To be responsible for managing all aspects of internal and external exams as Examinations Officer to ensure that examinations run smoothly and in accordance with the requirements of Examination Boards, JCQ and any other regulatory body.
- To ensure student timetables are always accurate with allocation of students to groups and management of any changes over course of the academic year
- To provide data and analysis to the Senior Leadership Team, Governors, Teachers and all external agencies on demand to ensure that examination results are accurately reported, and informed decisions can be made – including analysis of exam outcomes during the summer break.
- To assist the SLT and Data Processing Manager in the completion of Ofsted, Department of Education or NORES related information to ensure that meets statutory requirements – including school census and financial returns for VI form.
- To ensure that internal assessments, reports and subsequent analysis are collated and distributed on time both to United Learning and in accordance with internal data cycles.
- To ensure that examinations data is accurately recorded and reported.
- To administer Cognitive Abilities Tests (CAT) and other such tests in order to test pupil's reasoning abilities, and to help understand individual pupil potential and learning styles – including the importing of data from feeder schools
- To organise a team of invigilators to ensure that pupil's receive appropriate supervision during internal and external examinations and liaise with all leaders in the school to ensure their smooth running
- As a manager in the school the post demands flexibility and high-quality professional relationships at all time with a collaborative approach to problem solving

Specific Duties:

Examinations

To act as the Academy nominated Examinations Manager ensuring the following are completed efficiently and to deadline.

- To efficiently and effectively complete all aspects of the administration and entry of public and pre-public examinations at all levels for all candidates
- To ensure that all stake holders are aware of their key responsibilities in relation to examinations, providing guidance and support when necessary
- To liaise with examination boards, staff and parents on examination and test entries, results, queries and appeals
- To collect and distribute information from the Examinations Boards to SLT, HODs and any other relevant body
- To liaise with examination boards to ensure the up-to-date, timely and accurate administration of all examinations, including ensuring compliance with examination board rules and coursework/controlled assessment requirements. To collect information from subject staff on syllabus choice, levels of student entry etc
- To keep staff informed of changes to specifications, training events and deadlines and have an awareness of post-16 learning aims
- To collect of estimated entries and confirmation of final entries
- To ensure that the MIS system is used appropriately to complete accurate examination entries and reports on entries to staff
- To ensure the examination timetable is issued to staff, students and parents.
- Liaise with the Site and Community staff for setting up exam tables and chairs in appropriate rooms.
- To organise the examination halls, ensuring seating plans are in place, the orderly conduct of students and monitoring the work of invigilators
- To organise exam invigilators – ensuring appropriate induction and training is given, liaising with the Cover Manager and appropriate supply agencies dealing with invigilators, as necessary
- To manage the co-ordination of examination dates with the school calendar and ensure that the Site Team and other appropriate colleagues are notified
- To prepare and distribute guidelines to staff and students on the organisation and conduct of examinations
- To administer all special consideration forms across all curriculum areas liaising with parents, HODs, HOY and other appropriate persons
- To organise all aspects of access arrangements for students i.e. rooming, laptops, printing of examination scripts etc.
- Organise the SEND/Learning element of Access arrangements
- With the SENCO, support the submission of centre delegated and non-delegated arrangements to Cambridge along with JCQ approval forms
- Work with the SENDCO to ensure appropriate EAA assessment processes are in place. Inform students of their assessment and implement the arrangement for completion guided by the SENCO. Confirm access arrangement approvals from the exam boards. Inform SENCO and part of the outcome. Print, file the approval and update access arrangement spreadsheets
- To make arrangements for students with examination 'clashes' in line with Examination Board regulations
- To ensure the receipt of and safekeeping of examination and test papers according to regulations. Assist with the organisation of collation and posting of papers on completion

- To ensure that examination and test results are receipted, downloaded when required and ensure that the Principal, staff and students are informed of results.
- Oversee the checking and distribution of certificates.
- Process enquiries about results and requests for return of scripts.
- Be present and available in the Academy on results day and oversee the distribution of results to candidates.
- Ensure students are correctly entered as appropriate for all examinations and tests at KS3 and KS4, and amendments are made accurately when required.
- Liaise with examination boards, staff and parents on examination and test entries, results, queries and appeals.
- Recruit and line manage a team of invigilators and readers/scribes ensuring appropriate induction and training is given.
- Line manage any other examination and assessment team members.

NB: It is noted that whilst the Exams and Data Manager may delegate tasks to members of the team and thus not personally carry out all the above administrative tasks, the Exams and Data Manager will ensure that the above tasks are done well and meet all the requirements of JCQ and awarding bodies.

Data

- Maintaining up-to-date information on the relevant systems
- Support with curriculum administration including MIS administration
- Collation and completion of school census throughout the academic year; liaise with key stakeholders to ensure accurate and timely completion
- Prepare, collect and report assessment grades and within the relevant systems
- Distribution of assessment, target and reporting data to the relevant departments and SLT
- Be responsible for the schools commitments for the reporting of data to United Learning, the local authority, Department for Education and other agencies. Ensure that our commitments are met and that data transferred is accurate and reliable, in liaison with the central office team where appropriate
- Support the process of timetabling of pupils following SLT curriculum decisions
- Maximise the functionality of MIS to improve efficiencies and ensure related operations run effectively
- Lead the production, management and development of data across the school.
- Ensure that the school has accurate data and to analyse data in terms of student progress and attainment.
- Produce reports and statistical returns including exam analysis.
- Download and extract external data such as exams data.
- Provide reports for Senior Leaders using the relevant data programs to facilitate the analysis and evaluation of student progress and attainment.
- Access external sources of data (e.g. FFT Aspire, Key to Success) to ensure students prior attainments and data is up to date
- Support the SLT with any other data processes, functions and developments.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the school's Policies & Procedures
- To continue personal development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified not mentioned in the above
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

Culture

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop school culture and ethos that is utterly committed to achievement.
- To be active in issues of pupil welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken. Employees will be expected to comply with any reasonable request from a line manager or senior member of staff to undertake work of a similar level that is not specified in this job description.

Goresbrook School

Person Specification

Post: Examination and Data Manager
Responsible to: Assistant Principal

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Management of small teams of people to good effect • Management of data systems and analysis 	<ul style="list-style-type: none"> • Experience in the Education sector
Skills/Abilities	<ul style="list-style-type: none"> • Ability to manage and develop other people effectively and calmly • Capacity to meet deadlines • Confident in the use of data management systems for both data management AND analysis • Ability to present data in a coherent form to leaders • Calm under pressure • Ability to priorities and coordinate work across a team of people 	
Equality Issues & Safeguarding	<ul style="list-style-type: none"> • Committed to the principles of equality of opportunity. • Total commitment to safeguarding others and self 	
Specialist Knowledge	<ul style="list-style-type: none"> • Outstanding ability in the use of Excel and other Microsoft packages 	<ul style="list-style-type: none"> • Knowledge of exams / data systems • Knowledge of school accountability frameworks requiring data / exams support
Education and Training	<ul style="list-style-type: none"> • At least 5 GCSEs or equivalent (including English and Maths) at Grade C+. • Evidence of further education certificate 	<ul style="list-style-type: none"> • Further education relating to data management / administration



	ESSENTIAL	DESIRABLE
Other Requirements	<ul style="list-style-type: none">• Commitment to continuous professional development.• Able to work flexibly to meet the needs of the school. (This will include some evening meetings).• Good health and attendance record – subject to appraisal after interview process.• Ability to hold people accountable• Ability to enable other colleagues to undertake responsibilities.	