



## **JOB DESCRIPTION**

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| <b>Job Title:</b>   | Examinations and Data Manager  |
| <b>Salary:</b>  | TPAT Point 9   |
| <b>Responsible to:</b>  | Headteacher & Senior Leadership Team   |
| <b>Direct Supervisory Responsibility for:</b>                     | Exam Invigilators  |
| <b>Important Functional Relationships:<br/>Internal/External:</b> | TPAT, Local Monitoring Committee, Senior Leadership Team, School Staff, Students, Parents & Carers, Examination Boards, External Professional Bodies, Suppliers and External Professional Bodies |

### **Main Purpose of the Job:**

- To manage the complete exams process across all key stages, covering internal and external exams
- To manage and train the invigilation staff
- To liaise with examination boards as appropriate, maintaining school policies and practices related to the GCSE examinations and SATs processes, including access arrangements and special considerations
- To be responsible for the maintenance of Arbor, Insight, SISRA, FFT Aspire and any new platforms adopted by the school or Trust, including timetabling support
- To be responsible for assessment, recording and reporting systems, and the school census
- To maintain the overview of school registers and attendance, including attendance data analysis and referrals to the EWO
- To support the leadership team and Trust by generating and analysing data as needed for reports
- To contribute to the smooth running of our Reception Desk, working with our part-time Receptionist to welcome children, staff, parents and visitors to the school
- To be responsible for ensuring arrangements are in place to cover for teacher absence, deploying the cover supervisor and liaising with bank and support staff.

### **Main Duties and Responsibilities:**

#### **Exams Officer**

- Process entries for internal and external exams. Provide all administrative support for the smooth and effective running and organisation of both internal and external exams including liaison with teachers, subject leaders, tutors, SENDCO, students and parents.
- Arrange seating plans for exams, maintain accurate registers and ensure the administration for collection and return of papers to awarding bodies is effective.
- Receive, store and provide exam papers for all exams, internal and external.
- Provide administrative skills, advice and expertise for the collection and return of controlled assessment marks to awarding bodies.
- Ensure exam policies are regularly updated and reviewed and meet the requirements of awarding bodies. Ensure school practice with respect to exams is consistent with awarding body requirements.
- Provide training, advice and support to staff, parents and students to ensure the smooth running of exams and that school policies regarding exams are consistently applied.

- Liaise with, train and organise exam invigilators to ensure the smooth running and effective invigilation of exams.
- Manage any appeals and provide post-exam advice, support and administration. To include responsibility for downloading results and organising distribution of results to students. Maintain accurate records of certificate collection and distribute certificates to students on receipt.
- Provide support in preparing results for analysis through the use of appropriate data analysis and management software. Provide advice and support to staff including the Leadership Team on the analysis of results.
- Provide advice and administrative support to the SENDCO and Harbour Team with access arrangements.
- Lead communication with staff, parents and students regarding all aspects of exam provision to ensure requirements including awarding body regulations are well understood by all involved.
- Contribute to the evaluation of the effectiveness of school exam systems by regularly reviewing practice with stakeholders and by keeping up to date with national developments and best practice.

### **Data Management and Administration**

- Take a lead role in the effective use of Arbor (or similar database) as relevant to the role, including support for other staff in its effective use and in particular for academic and assessment management.
- Collect, collate and distribute all aspects of student data as required by the Headteacher, Leadership Team and staff including student progress data, attendance and behaviour data.
- Ensure that Arbor organisation is effective in providing a clear and comprehensive system for the collection, storage and communication of information regarding students.
- Provide advice and support to staff in setting targets, data entry, analysis of data and reporting to parents.
- Provide a systematic means to check the accuracy of data in student reports prior to printing and ensure that all reports are completed in a timely and accurate way.
- Contribute to the evaluation of the effectiveness of school data systems by regularly reviewing practice with stakeholders and keeping up to date with national developments and best practice.
- Ensure appropriate training for other members of the administration team as required.
- Be responsible for the completion and return of statutory returns (e.g. Census & submissions to the LA) ensuring accuracy of return by given deadline.

### **Cover Administration**

- To administer the cover system within Arbor in accordance with the school's processes and procedures.
- To co-ordinate all arrangements for cover for absent colleagues including deploying the cover supervisor and liaising with bank and support staff.
- To produce a daily cover sheet for staff.
- To liaise with the Finance/Payroll Administrator on staff absence to ensure accurate reporting and action taken when required.
- To provide all the necessary timetable and lesson information for supply and cover teachers to undertake their duties effectively.

### **Generic Responsibilities**

- To maintain confidentiality of information acquired in the course of employment.
- Maintain the highest level of professional standards and follow all awarding body regulations and school and trust policies including and in particular those for safeguarding the welfare of students.

### **General Responsibilities applicable to all staff**

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.

- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on CPOMs as required.
- Attend liaison events and effectively promote the school at events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for own self-development on a continuous basis; taking responsibility for own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

### Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

### Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and

procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

## PERSON SPECIFICATION – Examinations and Data Manager

| Person Specification                   | Essential  | Desirable   | Recruiting Method                                     |
|--|--|---|---|
| <b>Education and Training</b>          | <p>Attainment of GCSEs in Maths and English</p> <p>Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience)</p> <p>High levels of literacy and numeracy</p>  | <p>Attainment of level 3 qualifications or equivalent (e.g. A levels)</p>   | <p>Application</p> <p>Certificates</p>                |
| <b>Skills and Experience</b>           | <p>Experience of data analysis &amp; information reporting systems</p> <p>Experience of handling large amounts of data and upholding the principles of confidentiality</p> <p>Ability to work independently with initiative and accuracy</p> <p>Ability to assimilate information quickly</p> <p>Excellent organisational skills</p> <p>Excellent oral and written communication skills</p> <p>Able to prioritise between different demands</p> <p>Able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p> | <p>Experience of MIS – Arbor</p> <p>Experience of administrative work in an education environment</p> <p>Experience of working with children and young people</p> | <p>Application</p> <p>Interview</p> <p>Assessment</p> |
| <b>Specialist Knowledge and Skills</b> | <p>Excellent knowledge of Excel MS Office, Google Docs &amp; Sheets</p> <p>Analytical and report writing skills</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>   | <p>Knowledge and experience of examination procedures, processes and regulations</p> <p>Knowledge of invigilation procedures</p>                                  | <p>Application</p> <p>Interview</p> <p>Assessment</p> |

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| <b>Behaviours and Values</b> | Professional, tactful & sensitive<br>Discreet & confidential<br>Ability to work on own initiative and within a team<br>Trust and Integrity<br>Enjoys working with young people |  | Application<br>Interview<br>Assessment |
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