



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mr R O'Regan BSc (Hons) NPQH

Job title	Exams and Data Manager
Grade	F (SCP 17-22)
Contract	36 hours per week, term time only plus 4 additional weeks Additional weeks will be flexible as required but will include GCSE results day and the period leading up to this date.
Working pattern	Monday – Thursday, 8am – 4pm and Friday 8am – 3.45pm
Actual salary	£22,618 - £24,974
Responsible to	Assistant Headteachers and Operations and Resources Manager
Responsible for	Exam invigilators

Core Purpose

The core purpose of the role is to provide a professional, efficient and effective Exams and Data Management service across the school in accordance with the school's agreed policies and procedures, ensuring compliance with all relevant legislation maintaining confidentiality and high professional standards at all times.

Job Description

Managing Data

- Oversee all data held within the school's MIS (SIMS), ensuring GDPR and Data Protection compliance.
- Lead on the development of the data systems across the school so that data is up to date, accurate, accessible and well presented to stakeholders.
- Organise the data workload and calendar, work allocation and monitoring.
- Provide support and training to teaching and support staff in the use of school data systems and other relevant data packages in order to ensure accuracy and confidence in use (in conjunction with external support provider, OSMIS).
- Be responsible and accountable for the management of pupil data and analysis of data across the school.
- Ensure records and systems are kept up-to-date and measures are used to safeguard personal information relating to students in accordance with statutory and other requirements.
- Ensure all statutory data returns and Census are correct and submitted within the required timescales.
- Ensure all year end procedures are carried out as appropriate.
- To produce and analyse comparative reports based on internal and external data.
- Assist Senior Leaders in the Options/Pathways process as required.
- Oversee the Year 6/7 data transition. Liaise with LA to obtain appropriate ATF file, create pre-admission group, and liaise with Primary Schools to obtain specific Pupil Premium and SEN data.
- Work with Senior Leaders to ensure appropriate pupil targets are set for school improvement and reviewed on a regular basis.
- Provide reports for student achievement and progress meetings and attend as required.
- Create and produce termly reports on student progress to parents.
- Co-ordinate the gathering of relevant data for internal and external inspections.
- Responsible for input and extraction of data from external data sources, e.g. SISRA, FFT etc
- Fully support the Headteacher, SLT & Governing Body in all strategic, operational data, business planning matters.



- Take ownership of various Data projects to meet the needs of the School.
- Attend and assist at school events where necessary, which may be outside of the normal working hours e.g. Parents' Evening.

Exams Administration

- Prepare and manage the entries for external exams.
- Ensure all appropriate systems are in place to receive examination papers, ensuring security.
- Ensure all stationery relating to exams is kept fully stocked
- Liaise with the SENDCo to ensure appropriate access arrangements are in place for students and direct staff as appropriate.
- Ensure all JCQ regulations are in place for the smooth running of the examination period.
- Manage the results files in August ensuring all reports are available for the Headteacher and senior staff.
- Manage alongside the Exams Officer all the internal assessments/examinations such as CATS, PPEs etc.
- All administration linked to exam processes

Decision Making and Problem Solving

- Respond independently to queries and use judgement and initiative to deal with unforeseen problems and circumstances, with limited guidance.
- Identify long-term solutions to a problem using knowledge and experience
- Collaborate with colleagues within school as appropriate.

Developing Self and Working with Others

- Provide advice to peers and other stakeholders and independently resolve a range of standard and unforeseen issues, within pre-determined operational limits.
- To create and maintain good working relationships with all members of the school community.
- Demonstrate and promote commitment to Equal Opportunities.

Continuous Improvement

- Advise on, support and propose changes in procedures, plans, and policies as required.
- To engage in professional development and further reading of educational research to extend personal knowledge to support this role.

Contribution to Whole School

- To play a full part in the life of the school community, to support its ethos and to encourage students to follow this example.
- To promote actively the school's corporate policies.
- Maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people.
- To carry out supervision duties as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
Educated to A level or above		X	A, C
Skills and Experience of:			
Excellent IT skills, especially Excel, Word and Outlook etc.	X		A, I
Previous experience in a similar role and school data systems such as SIMS/SISRA		X	A, I
Monitoring and evaluation systems	X		A, I, R
Working to deadlines and undertaking analysis	X		A, I, R
Liaising professionally with various stakeholders both internally within an organisation and externally	X		A, I, R
Problem solving and analytical skills	X		A, I, R
Leading and working as part of a team	X		A, I, R
Working in an educational setting		X	A, I, R
Working under pressure	X		A, I, R
Recording information and writing reports with attention to detail	X		A, I, R
Working to tight deadlines	X		A, I, R
Manipulating and analysing data in different formats.	X		A, I, R
Prioritising workload and acting on own initiative to complete tasks	X		A, I, R
Leading training and motivating staff		X	A, I, R
Successfully managing a team of people		X	A, I, R
Organising events		X	A, I, R
Exams protocols	X		A, I, R
Knowledge and Understanding of:			
GDPR and data protection	X		A, I, R
The education system and life in a comprehensive school		X	A, I, R
School data systems-SIMS/SISRA		X	A, I, R
Microsoft Office programmes	X		A, I, R
Safeguarding and child protection	X		A, I, R
Personal Qualities:			
Flexible and adaptable in your approach to the job	X		A, I, R
Able to work on your own initiative	X		A, I, R
Able to communicate effectively with all stakeholders	X		A, I, R
Able to treat information confidentially	X		A, I, R
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation	X		A, I, R
A good team player	X		A, I, R
Willing to participate in staff training	X		A, I, R
Enthusiastic and committed	X		A, I, R
Professional in your conduct	X		A, I, R

Key

A – application form C – original certificates I - interview process R - references

