

Exams and Data Manager

Grade 9 (Point 19 – Point 22)

Line manager: Assistant Headteacher, Student Progress & Assessment

Core purpose

To develop everyone's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate students who can think independently, behave responsibly and continue to learn successfully.

To support the development of the college through effective teamwork at all levels and through wholehearted and effective support of the college's key principles: to achieve excellence in learning, to create a sustainable learning community, to ensure integrity and innovation in what we do, to promote respect for all, and to promote opportunities for all.

Job purpose

- To work closely with the Assistant Headteacher in charge of Progress and Assessment to coordinate and maintain the college's data and assessment systems.
- To be responsible for ensuring the college's data is accurate and up-to-date.
- To prepare reports for students and parents and analysis for senior leaders.
- To enable and support high-level teaching and learning across the college.
- To ensure that all student examinations are effectively planned and organised in a timely manner.
- To accurately input all exams and mock results into the college's tracking system.
- To train and deploy a team of invigilators in accordance with exam regulations.
- To deal with inspections by the JCQ during the examination process.
- To be the main point of contact for enquiries relating to student examinations.

Main duties and responsibilities

- Responsible for the efficient, effective and timely assessment tracking and for ensuring all relevant administration is completed inclusive of generating and assigning mark sheets to courses using SIMS (School Information Management System).
- To assist in the preparation of an annual calendar of key events in regards to all data requirements, both internal and external deadlines, including the School Census.
- Responsible for creating various templates within SIMS to show progress, attainment, KS2 Levels and CATS. This includes creating word templates for interim reports in SIMS; generating, formatting and uploading a copy to student files in SIMS and printing the reports to send to parents and other similar duties as required.
- Responsible for ensuring data is entered by staff in a timely manner.
- Responsible for uploading all of the student data into the college's tracking system for each year group for each round of tracking. This includes KS2 data, uploading target grades for each subject and year group at the beginning of the year and all the tracking data for all year groups after each round of tracking.
- Responsible for producing data for Governors/SLT after every round of tracking and as and when requested throughout the year.
- Responsible for producing tracking data for staff performance meetings.
- Preparing data and assisting with general data requests as and when required.
- Maintaining an up-to-date knowledge of current arrangements for both SIMS and the school's tracking system and where necessary circulating this to the relevant staff.
- Maintaining effective communication with managers and others to ensure the accurate and efficient management of the data processes.
- Liaison with the Capita SIMS team and County Hall regarding software updates/changes.

- To undertake all the administrative requirements to ensure a smooth, accurate, effective and timely operation of the examination procedures in line with regulations and deadlines provided by the examination boards and JCQ.
- To liaise with staff at all levels to receive information and provide advice as required on all aspects of examinations, consulting with examination boards as necessary.
- To assist in the preparation of an annual calendar of key events in regards to all examination requirements, both external and internal deadlines.
- To plan and produce timetables, seating plans and desk cards for the exams and to liaise with school staff for room bookings.
- To train and deploy a team of exam invigilators to best support our students during examinations.
- To deal with inspections by the JCQ during the examination process.
- To be responsible for inputting all exams and mock results into the college's tracking system, as required, and analysing grades and creating reports.
- To attend and participate in meetings as required.
- To contribute to the development of internal systems and procedures.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Fulfil duties commensurate with the duties/responsibilities/grade of the post.
- Carry out any other reasonable duties, at the direction of the Assistant Headteacher Student Progress & Assessment, as required.
- To be the appointed first aider for the college in conjunction with the Data Manager.

Considerations

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b. Ibstock Community College is a member of LiFE Multi Academy Trust with a number of local schools and as such the postholder may be required to attend training at, or work occasionally across other sites in the future.
- c. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- d. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- e. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

Exams and Data Manager

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
Experience of working in the education sector Experience of working in a data environment Experience of working with Capita SIMS system or similar students records system First Aid qualification (training will be provided)	Level 3 qualification or equivalent
KNOWLEDGE AND SKILLS	
Essential	Desirable
A good working knowledge of data processes in a school or similar environment Ability to establish effective working relationships with staff at all levels and with outside agencies An ability to demonstrate excellent communication skills and the ability to relate to a wide range of people Ability to present information effectively, both in writing and orally with groups and individuals Accuracy and attention to detail Proficient in Microsoft Word and Excel products Excellent administration / organisational skills / ability to meet deadlines Ability to learn new software and take ownership of the delivery of an efficient service Data inputting experience Supervisory experience	A good understanding of current data legislation
PERSONAL ATTRIBUTES	
Essential	Desirable
Commitment to provide a quality service Ability to work effectively as a member of a team Appropriate professional appearance Occasional out of hours work and flexible working (during main exam periods)	