

Role	Data and Exams Manager
Reports to	Assistant Vice Principal
Hours	Term time + 3 weeks from summer holiday.
Salary	£22,782

The Data and Exams Manager will work closely with the Assistant Vice Principal and will take a leading role in data management. You will be responsible for ensuring data is accurate and up-to-date, as well as analysing data for key stakeholders. You will oversee internal and external exam arrangements and ensure all regulations are implemented.

## Job Description

- Work to the Principal's vision for all aspects of progress data, including assessment records; behaviour and attendance tracking; and reporting to parents.
- Accurately manage, maintain and analyse school data.
- Support the Assistant Vice Principal and Attendance Officer with the analysis and reporting of attendance data.
- Be responsible for the management and upkeep of any school systems storing data e.g. Bromcom, SISRA, spreadsheets, GCSE Pod, CPOMs, FFT etc. All must be accurate and up to date.
- Prepare clear and accurate student data for a wide variety of stakeholders using Bromcom, SISRA and spreadsheets as appropriate.
- Assist the preparation and successful completion of each data drop.
- Oversee the organising and administering of all external and internal examinations, as required. This includes managing the entering of students for external examinations, as well as processing results (e.g. importing into the MIS and SISRA).
- Follow all guidelines and procedures laid out by examination boards and the Joint Council Qualifications.
- Ensure all exam entries are processed and checked for public examinations, working with the SENDCO to ensure all access students are fully supported.
- Produce accurate reports of students on courses for examinations entry purposes.
- Lead on the recruitment and training of invigilation staff and ensure that all examinations are adequately set up and staffed.
- Distribute external examination results, dealing with queries arising from results and administering re-mark requests.

- Co-ordinate and help lead all in-year testing e.g. literacy screening tests, reading tests and GL Assessment.
- Oversee the production of reports for parents in line with the calendar.
- Ensure the timetable is accurate and up to date in the MIS.
- Support the timetabling process and, where necessary, in-year changes and the production of student timetables for in-year starters. Complete end of year procedures in the MIS and ensure the timetable is entered for the new academic year.
- Work with the Admissions Officer to oversee the receipt of all aspects of data, particularly new intake data as well as ensuring in-year starters are processed quickly and efficiently.
- Ensure the school is fully compliant and efficiently manages all aspects of data sources, including meeting GDPR guidelines.
- Lead on the generation of the school census. Liaise with key staff for the school's census returns, ensuring accurate records are maintained for each pupil and reporting as required to the Department for Education.
- Work with other data administrators / managers across the Trust and keep up to date with the latest research and development.
- Maintain the utmost discretion and confidentiality.
- Engage fully in the school appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the school's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the school calendar.
- Consistently implement all school policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

## Person Specification

Attribute	Essential	Desirable	Stage
Education/Qualifications	GCSE Maths and English at C or above.	Degree in a relevant subject.  Relevant A Level (e.g. Maths, ICT)  Safeguarding training.	A/I
Experience	Use of Excel or similar software to analyse data.	Experience of working in a school as a data manager/exams officer.  Knowledge of exam regulations.  Knowledge of GDPR.  Experience of using a Management Information System.	A/I/R
Skills/Knowledge	Attention to detail.  Ability to present information in a clear and understandable format.  Excellent communicator.  Excellent IT skills in a range of software packages.  Excellent organisational skills.	Experience of managing an MIS.  Experience of data management software e.g. SISRA.  Experience of developing data and reporting systems.	A/I/R
Personal Attributes	Conscientious and hard-working.  Flexible and willing to adjust working pattern when needed.  Willing to undertake necessary training.  Ability to maintain confidentiality.		I/R
Special Requirements	Successful candidate will be subject to an enhanced		

	<p>Disclosure and Barring Service Check.</p> <p>Right to work in the UK.</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</p>		
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A=Application form. I=Interview. R=Reference.