**Data and Exams Manager**

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| **Job description** | |
| **Job title** | **Data and Exams Manager** |
| **Reporting to:** | Deputy Head Teacher |
| **Role overview** | To be responsible for the efficient and effective running of all internal and external examinations within for the school, including liaising with staff, pupils, invigilators and examination. To be responsible for academy’s development and use of their Management Information System (SIMS) to support school improvement and data systems. |
| **Main duties and responsibilities**  Operational Management | 1. Oversee all arrangements for all public examination entries. 2. Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken. 3. Complete examination entries and store securely and send completed examination papers to examination boards by deadlines. 4. Prepares for examinations, including setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationery. 5. Undertake exam invigilation duties. 6. Organise appropriate arrangements for the support of candidates with special examination requirements. 7. Deal with issues relating to appeals, remarking and other administrative issues 8. To oversee the delivery of student reports including responsibility for data input, analysis and reporting. 9. Co-ordination of the school census. 10. Work with the Data Manager to set up complex formula for analysing student performance data. 11. Managing and maintain the SIMS student data base. 12. Managing day to day cover. |
| Communications | 1. Liaise with examination boards to ensure that accurate administration of all examinations, including ensuring compliance with examination boards rules, coursework requirements. 2. Provides advice and disseminates examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results. 3. Liaises with staff/heads of departments regarding pupil examination entries and data analysis. |
| Resource management | 1. Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them. 2. Responsible for the safe storage of the examinations papers, examination certificates and examination results. |
| Safeguarding | 1. To be committed to safeguarding and promote the welfare of Children, young people and adults, raising concerns as appropriate. |
| Systems and Information | 1. Provide data and analysis writing reports as appropriate. 2. Working with the Data Manager to create effective information systems. 3. Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies |
| Planning and Organising | Lead role in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators |

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| **Person specification** | | | |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | * Good standard of education to evidence good numeracy and literacy. * Level 3 qualification in a relevant field e.g. administration |  | Original certificates  Application form |
| **Experience** | * Experience of working in an administration role. * Experience of supervising others. * Experience of exam invigilation. * Experience of the management information system - SIMS.net incorporating Assessment Manager and Examinations Organiser. |  | Application form  Interview  References |
| **Skills and knowledge** | * Analytical and report writing skills. * Good communication skills. * Supervisory skills. * Ability to use initiative and make decisions. * Organisational skills. * Confidentiality. * ICT skills. * Ability to work accurately and to deadlines. | * Excel MS Office accreditation to expert level. * Knowledge of developing macros in Excel and Word. | Application form  Interview  References |