

JOB DESCRIPTION

Post: **Data & Exams Manager**
Grade: PO1
Location: Raine's Foundation (Upper School)
Responsible to: Deputy Headteacher

The duties and responsibilities of this post are listed below. All colleagues in the Support Team will be expected to demonstrate a wholehearted commitment to the development of support for the pupils and staff and a willingness to assist in preparing for and adapting to, the changing needs of the School.

Job Description: Data & Exams Manager

Reports to: Deputy Headteacher

Start date: As soon as possible

Salary: NJC Grade PO1, Spine Point 33-36 (£32,802 - £35,070) depending on experience)

Hours of Work: 37.5 hours per week; 52 weeks per year with three weeks' compulsory working during summer holidays for A level and GCSE results; other hours' flexible outside of term time but must meet the needs of the school and be agreed in advance annually with the Headteacher.

Main Purpose of the Job :

Deliver efficient and effective management of all matters relating to the key school service area of Data & Exams.

(a) Middle Leadership

- Contribute actively to the strategic and operational success of the school, through membership of the school's Support Staff Middle Leaders Group.
- Undertake regular research and development to identify potential strategies to improve the efficiency and effectiveness of existing systems.
- Provide proactive line management of any assigned staff.
- Provide regular reports as required by the Headteacher and Governors.
- Be responsible for managing a budget or budgets, as determined by the Headteacher.
- Review and monitor any SLAs etc relating to area(s) of responsibility.
- Ensure any Service Desk arrangements relating to area of responsibility are maintained to a high level of efficiency, including ensuring all requests for support, assistance, information etc are promptly and efficiently responded to.
- Ensure that all members of all teams and individuals managed are fully aware of and comply with all relevant school policies – particularly any matters relating to Confidentiality, Safeguarding, Financial Regulations, Health & Safety or Equal Opportunities.
- Consistently role model the behaviour and conduct expected of students and where appropriate other members of staff.

(b) Data

- Be responsible for the management and analysis of all required student data across the school, including :
 - Managing the data collection timetable to ensure the timely and accurate production of reports for students and parents
 - Taking lead responsibility for the accurate completion of the Census and quality assurance of the Post 16 census, working with various data teams to ensure data is recorded correctly and securely into the management information system, and uploaded to external partners when needed
 - Managing the input of all student prior attainment data, including working with the SENCO to ensure secure input of data relating to SEND students
 - Ensuring information and data for parent/carer reports are completed in time for production and distribution
 - Analysing and distributing student attainment data, as required.
 - Quality assuring data held in management information system.
- Be the lead person for the development, maintenance and management of the school's information management system, including

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- Ensuring that the school has in place a responsive, comprehensive and scrupulously up-to-date data base, which supports easy logging of and access to all relevant information relating to students in all years 7-13, including:
 - Personal details, including socio-economic detail
 - Assessment records
 - Attendance records (lesson-by-lesson, as well as session-by-session):
 - Behaviour records, including details of any exclusions and any support provided
 - Achievement records
 - SEND details
 - Student performance data for all years, including Years 12-13
 - Student details in connection with KS2/KS3 transition – eg USO / S2S files download
 - Student timetables
 - Any other relevant data, as required to be kept by the school
 - Securing the setting up efficient operation of assessment manager module
 - Ensuring all staff are appropriately trained in use of SIMS
 - Oversee the action of upgrades as appropriate
- Building management information system reports, progress reports and templates in readiness for populating
- Effectively managing and maintaining the information management system, ensuring all aspects are running correctly and all staff are competent and efficient in its use.

(c) Exams

- Take lead responsibility for the organisation of internal and external examinations and testing, including ensuring that :
 - All staff scrupulously adhere to both JCQ regulations and Raine's Foundation policies and procedures relating to examinations and testing
 - Appropriate access arrangements for special consideration students are put in place
 - Key decision-makers are kept fully-briefed on all issues relating to the securing of best value, in relation to examinations and testing
- Provide hands-on training to other members of staff, as necessary, in relation to the supervision and administration of exams and testing, including :
 - Maintaining an up-to-date knowledge of the examinations system, Examination Board regulations and any changes, which may occur within the examination field.
 - Attending, as appropriate, in-service training provided by Examination Boards, QCA or other relevant bodies
 - Liaising as appropriate with external agencies, Examination Boards, Senior Leadership Team, Teaching and Support staff
 - Disseminating to relevant staff literature relating to examinations/syllabuses,

General

- Contribute as necessary to student supervision duties, including at the following times :
 - Before and after school
 - Break
 - Lunchtime
- Participate as appropriate in the school's agreed Performance Management Programme.
- Demonstrate a commitment to own continuing professional development, through participation in – and, where appropriate, delivery of - appropriate training.
- Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Headteacher.

Person Specification

Qualifications

- Educated to at least degree level or equivalent
- OR
- Exceptional relevant administrative experience

Experience

- Proven experience of delivering efficient and effective data handling in a relevant context
- Experience of leading and managing relevant projects and people in a school or other organisation of comparable complexity

Skills and Understanding

- Excellent organisational, communication and interpersonal skills
- Excellent command of standard software packages commonly used in school administration
- Excellent level of technical competence in all areas relevant to the post
- Leadership and management skills appropriate to the requirements of the post
- Knowledge and understanding of relevant national and local legislation and guidance
- Understanding of and commitment to the Raine’s Foundation School aims and values and the challenges and opportunities facing the school
- Understanding of the need for and commitment to the importance of flexible working across the whole support staff team
- Understanding of the need for and commitment to maintaining excellent attendance and punctuality

Qualities

- A positive attitude to work and life
- Absolute honesty and integrity
- A calm and clear-thinking approach to problem-solving
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it
- A good eye for detail
- Confident in handling information of an exceptionally confidential nature
- Exceptionally hard-working, resilient and scrupulously professional but with an appreciation of the need to maintain work-life balance
- Commitment to own continuing professional development and to supporting the continuing professional development of others

Safeguarding

The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Raine’s Foundation.

Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.

*“The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”.
(Ref: Safeguarding Children and Safer Recruitment in Education 2007).*

Signed By :

Post Holder	Date
Line Manager	Date
Headteacher	Date