



Job Title	Examinations and Data Manager		
Service Area	Secondary School	Function	School Support
			Grade LBR 10 (Point 30-32) £36,378-£38,353 52 weeks
Reports to	SLT responsible for Data & Assessment / School Business Manager		
Responsible for	Exams, Data Officer and Data Protection Lead		
Purpose of Job			
- To be responsible for the management, administration and maintenance of pupil assessment data. - To be responsible for maintaining the integrity of the school as an Exams Centre. - To be responsible for the management, administration, and maintenance of the SIMS pupil management systems and processes within the school. - To be responsible for monitoring compliance with current data protection law, oversee and verify the school's data protection processes and advise the school on best practice.			
Major duties and responsibilities			
<u>Data Manager</u>			
Pupil Assessment and analysis of data			
- Creation and analysis of internal pupil assessment, behaviour and attendance data. Other data may need to be analysed as per school improvement priorities. - Support key school staff in developing and analysing pupil progress data as per the school calendar. - Sourcing and importing KS2 & GCSE results into SIMS (including mid-year admissions). - Producing assessment templates for staff entries. - Producing half-termly assessment reports for pupil progress tracking (through 4Matrix). - Preparing data for departmental self-evaluation, review and target settings processes. - Producing statistical returns and exporting data as required for public bodies. - Producing all statistical information and analysis of both pupils and staff for various audiences. - Setting targets for pupils under guidance of SLT.			
School Timetable and Curriculum Management			
- Setting-up new dataset before timetabling process is commenced. - Running the year end process to promote existing teaching groups in SIMS. - Installing and configuring SIMS to the requirements of the timetable. - Populating class registers and support groups for all pupils before the commencement of the academic year. - Creating timetables for mid-year admissions. - General timetable maintenance for both staff and pupils.			
Whole school data management			
- Liaising with SIMS to resolve any technical issues. - Ensuring the completion of the relevant statistical data to external bodies, this will include but is not limited to: Annual Workforce Census, Pupil Census, Forvus, Raise Online.			

Examinations Manager

- Ensure the SIMS Examination Organiser data base is maintained to a current and accurate level when entering all public examination criteria for the academic year.
- Line Management and appraisal of the Exams and Data Officer.
- Use the Webxchange system to report all accurate public examination data to the required boards being mindful of entry deadlines.
- Oversee the practical running of all public and internal examinations during the season ensuring all pupils are present and invigilators are in place following the JCQ and examination board procedures.
- Download results files in August and prepare reports for ST and departments (intime for the start of the Autumn Term).

SIMS Manager

- Ensuring all pupil records are accurate and up to date in line with pupil census guidelines.
- Working closely with the Office Manager to ensure that data is entered in a standardised manner and providing support and training as necessary.
- Generating and checking Pupil Census report and dealing with any errors.
- Working closely with Office Manager in managing FM entitlement updating on regular basis.
- Overseeing on/off roll process and ensuring that all school and legal requirements are met, such as generating CTF's and updating attendance data.
- Downloading CTF's for all admissions and mid-term admissions.
- Working closely with the Attendance Officer in setting up attendance calendar on SIMS at the start of each Academic Year.
- Be responsible for checking attendance data for completeness prior to the submission of Pupil Census and assisting the Attendance Officer in resolving issues.
- Providing whole school support through System Manager and assisting with all ad hoc queries.

Data Protection Lead

- Advise the school and its employees of their obligations under relevant UK data protection laws, including the UK GDPR
- Monitor compliance with UK data protection law, by:
 - o Collecting information to identify data processing activities
 - o Analysing and checking the compliance of data processing activities
 - o Informing, advising and issuing recommendations to the school
- Ensure the school's policies are followed within the school, by:
 - o Assigning responsibilities to staff members
 - o Raising awareness of UK data protection law, including the UK GDPR, across the school
 - o Training staff
 - o Conducting internal audits
 - o Reporting to the governing board on the school's data protection compliance
- Advise on and assist with carrying out data protection impact assessments (DPIA)
- Act as a contact point for the school's Data Protection Officer
- Act as a contact point for individuals whose data is processed (staff, pupils and parents, for example – SARs))
- Take a risk-based approach to data protection, involving:
 - o Prioritising the higher-risk areas of data protection and focusing on these the most

General

- Ensure that an enterprising approach is adopted by all across the school.
- Attend and participate in relevant meetings, training and other learning activities.
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to

the standards of customer care.

- Be responsible for own health and safety as well as that of colleagues, pupils and the public.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

While every effort has been made to explain the main duties and responsibilities of the post not every task undertaken may have been identified. Duties may be subject to change from time to time.

Person Specification – Examinations & Data Manager

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent		✓
Experience		
Experience of using Microsoft Office Suite	✓	
Evidence of managing MIS systems for reporting to management and other stakeholders	✓	
Experience of using Email/internet	✓	
Experience of using Microsoft Excel and use of formulas to interrogate data	✓	
Experience of using SIMS or similar database	✓	
General office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time.	✓	
Experience of dealing effectively with the general public	✓	
Experience of setting up and running a range of administrative systems	✓	
Skills		
<i>Personal</i>		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages, follow up where necessary	✓	
Ability to communicate effectively with staff, pupils, parents and agencies/statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
<i>Administrative</i>		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Being a first point of contact for directing calls/giving relevant information effectively	✓	
<i>Relations</i>		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to work some evenings	✓	
<i>IT Skills</i>		
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases	✓	