

ROYAL ALEXANDRA & ALBERT SCHOOL

JOB DESCRIPTION

Post Title: Data and Examinations Manager

This post will commence from 1 July 2019 to allow for a hand over period with current staff member.

Salary: Between £28,000 and £30,000 dependent on experience

Responsible to: Deputy Head Teacher - Academic

Job Purpose: To oversee data services and examinations within the school

Applicants must be available to work the two-week period of the Public Examination results GCE and GCSE in August or as stated by the Examination Regulatory Bodies and the first and last week of the summer holidays.

Hours: 52 weeks per year post, 36 hours a week 8.00am/4.00pm
24 days holiday a year plus Bank Holidays

Responsible for: Examination Officer, Data and Examination Assistants

Main Responsibilities

- Line manage team members ensuring workload within the office is completed accurately and consistently to a high standard meeting internal and external deadlines
- Keep updated with Department of Education policies and guidance regarding accountability measures for all key stages with clear knowledge and understanding of the procedures and processes involved
- Provide SLT with all DfE updates regarding ASP and IDSR documentation as soon as released
- Be responsible for the DfE Table Checking procedures ensuring school's data is accurate and completed by given deadlines
- Keep updated with JCQ regulations with clear knowledge and understanding of the procedures and processes involved, including understanding the current UK Public Examination system and reforms taking place
- Keep updated the school Examination Policy ensuring compliance to all requirements of the JCQ and relevant documentation is in place for JCQ inspections
- Be responsible for invigilator recruitment and training in collaboration with the Examinations Officer
- Liaise with Examination Officer regarding external/internal data produced from the examination process
- Provide analysis of public GCE and GCSE examination results along with KS2 SATs results
- Be responsible for and collate information for the DfE School Census Returns 3 times a year, inclusive of SIMS Course Manager
- Be responsible for completion and submission of complex forms, returns etc to SLT, governing body and to outside agencies e.g. Dept for Education, LA.

- Prepare SIMS for the coming academic year and perform student curriculum assignment in SIMs.
- Implement changes to student curriculum as required through the year
- Liaise with the SLT member responsible for the timetable, Heads of Year and Heads of Departments to create class lists for the coming academic year and liaise with SLT to produce timetables for the next academic year
- Produce and respond to complex correspondence
- Manage complex administrative procedures
- Undertake research and obtain information to inform decisions
- Lead on importing results and database information from other systems, to provide a comprehensive set of base data for all students
- Provide key groups information and performance reports for the Senior Leadership Team, Governors and external agents such as Ofsted or the School Improvement Partner
- Produce and update student targets and assessment information as per assessment calendar
- To manage the process, production and quality of student reports to meet standards and deadlines/to provide parents/guardians with the reports using SIMS In Touch Programme and via Parent App
- Contribute to whole school discussions about the reporting cycle and its ongoing development and work with the Senior Leadership Team in setting clear and workable deadlines for data collection and reports
- Produce reports and analyse data, including examination performance as requested by the Senior Leadership Team
- Compile lists and maintain statistical data in respect of a class, year group, and subject undertaking analysis of statistics required by staff
- Provide data on an ad-hoc basis for staff
- Using Capita, our support provider, log and report any SIMS problems related to data and examination programmes and ensure resolutions are put in place
- Attend and participate in relevant meetings as required
- Set up of new systems to meet the needs of the Senior Leadership Team, Heads of Year and Heads of departments
- Produce a bank of reports for all to use
- Ensure accurate records of free school meals within SIMS along with key groups e.g. Pupil Premium, LAC and EAL. Co-ordinate with SENCO to ensure all SEN information is accurate and up to date.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the school;

These tasks serve to indicate the range of duties and level of responsibilities involved but they are not exhaustive.

Person Specification: Data and Examinations Manager

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of GCSE English and Maths: grade C/4 or above 	
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of using SIMS programs in particular: Assessment Manager, Course Manager, Exams Organiser programmes • Knowledge and understanding of Department of Education policies and guidance regarding accountability measures • Knowledge and understanding of the UK Public Examination system – JCQ policies and guidance • Capable of using MS Office (Word, Outlook and high level of skills within Excel) To be able to use advanced formulas, macros and functions to manipulate data • Experience of working within an educational setting • Ability to interpret and work within Government, LA and other statutory guidelines • Accuracy and attention to detail • Ability to work and cope under pressure with a range of day-to day matters • Able to communicate clearly through a variety of 	<ul style="list-style-type: none"> • Knowledge of 4 Matrix • Experience of working with performance information, statistical analysis, management information or data collection

	<p>media to audiences with differing levels of understanding</p> <ul style="list-style-type: none"> • The flexibility to work some additional hours on occasions, if required to meet deadlines for the production of reports/databases 	
Personal	<ul style="list-style-type: none"> • Good communication, planning and organisational skills • Hardworking • Enthusiastic • Resilient • A strong team player • Good sense of humour • Ability to inspire and lead others 	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.