



Job Title **Exams, Student Records. Data and Systems Manager**

Salary **Grade 8**

Hours of work **Full time**

Overall Job Purpose:

To help implement, oversee and manage all of the examination processes and student data. This will require effective liaison with Exam Boards, students, staff and Senior Leadership and to work with the Deputy Headteacher to provide PA duties and to support the provision and delivery of academy related data.

Duties and responsibilities

- To develop the procedures and processes for collecting, distributing and analysing student performance data using the school management system and 4Matrix, including production of written student reports to parents/carers.
- To develop a thorough understanding of the regulations and requirements of all examinations held by the school, both internal and external, and ensure the school systems and procedures are fully compliant.
- Responsible for the public examination cycle ensuring compliance with the Joint Council for Qualifications (JCQ) and Exam Board regulations from first entries through to post results services, including final distribution of exam certificates.
- Work with the SENCo to ensure appropriate access arrangements and reasonable adjustments for appropriate students are in place and evidenced.
- To co-ordinate whole school internal and external examination arrangements, ensuring that all security arrangements are undertaken, and that the examining bodies' regulations and timetables are complied with at all times.
- To disseminate information about exams to staff, students and their parents/carers.
- To liaise with staff, parents/carers, students and to deal with queries and complaints about public examinations.
- Drawing up internal and public examination timetables as soon as is practicable in order to determine issues related to invigilation and general school planning.
- Keeping up to date with examination requirements, including the development of appropriate computer systems, to meet the needs of the public examination system.
- Collaborative responsibility for effective construction and deployment of whole school timetable including options processes.
- Regular dissemination of key processes and timeliness with middle leaders through regular agenda presentations.

Data and SIMS Management

- To work closely with the Deputy Headteacher in charge of student progress and assessment to coordinate and maintain the school's data and assessment systems.
- To prepare reports for students and parents/carers.
- To produce accurate data analysis for Senior Leaders and for Trust Senior Leaders.
- To be responsible for ensuring the data is accurate and up-to-date.

- Management of student baseline data and targets
- Maintenance of Course Manager.
- Strategic input into decisions of the school's MIS and Partnership Exchange
- Assist with the onboarding of new students.
- Maintain the FSM and student premium information received from the DfE and KCC.
- Maintain SIMS reports; behaviour ladders logged within SIMS; and all detentions.
- Management of SIMS Interventions.
- End of year rollover of SIMS to ensure the school runs efficiently, including peripheral work: inputting data, setting up new year, academic promotion, assigning classes and courses, drafting in new year groups, forms, tutors; printing timetables.
- To run the statutory school student census returns required by DfE and KCC.
- To compile the KCC young people tracking data information.
- Management of the archive process for students who have left the school.
- Management of GCSE options choices and block creation.
- Set up and manage groups of permissions for MIS users, ensuring as far as possible that staff only have access to information relevant for their jobs.
- To enable and support high-level teaching and learning across the Trust
- Work with the Trust's Head of Student Records and the Data Managers from other Trust schools to ensure school data procedures conform to the requirements of the Trust.

Exam Management

- Recruit, train and manage invigilators as required. To co-ordinate effective invigilation for all external public examinations and formal internal examinations.
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing.
- To produce guidelines on examination procedures and conduct for staff and students.
- Coordination of NEA processes in school including oversight of policy and leading classroom briefings with students about NEA expectations
- Managing and resolving examination clashes in accordance with guidance and safeguarding procedures.
- Carry out necessary administrative tasks related to the organisation of examination sessions.
- Support the SENCo to implement access arrangements and reasonable adjustments as required.
- Manage arrangements for the safe, secure storage and dispatch of all examination materials.
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required.
- To monitor examination expenditure, checking all examination fees and charges from each examination board.
- To monitor access to secure exam board websites.
- To maintain candidate exam numbers; UCIs and ULNs for all current students in years 9 and above through the LRS.
- Facilitate and lead the inspection visits from JCQ, ensuring that examination policies are written and kept up to date and procedures are adhered to and evidenced.
- Be familiar with data analysis reports and tools and be able to analyse and share results with stakeholders as appropriate.
- Arrange receipt, checking and distribution of examination results and certificates to candidates.
- Prepare for and attend GCSE; GCE and other results days, distributing documentation to staff and dealing with enquiries about results, where appropriate, from students, staff and parents/carers.
- To arrange for reviews of marking, retrieval of scripts and enquiries about results with the examination boards.

Line Management

- Involvement in the recruitment process, full training; and management of the:

- Admissions Officer and Exams Assistant;
- Administrative Assistant with responsibility for Data and Cover
- Invigilators; and
- Senior Invigilators
- Completion of annual appraisals
- Cover emergency work requirements due to staff absence.

Training/Trouble Shooting

- To arrange and deliver the training of SIMS and 4Matrix. This may involve delivering group or one-to-one training to staff across the Trust as required.
- To providing training to staff about use of data and software packages such as 4matrix to meet school strategic priorities.
- To log and report any problems experienced by staff to support organisations.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Application Process

The closing date for applications is **Monday 13th May** with interviews expected to take place soon after.

Please complete the application form which can be downloaded from the School's website (www.wgsg.co.uk) and provide a supporting statement (on no more than two sides of A4). Your supporting statement should include how you meet the criteria in the person specification and how your skills and experience to date make you an ideal candidate for this post.

By email: nrana@wgsg.co.uk

Or delivered to: Mrs Nishita Rana,
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