



Wilmington Grammar School for Girls,
Wilmington, Kent.
DA2 7BB

Exams and Data manager

Salary: Grade 8 £29,341- £34,261 FTE

Start Date: As soon as possible

Job Applicant Pack



The Post

Following promotion of the current postholder we are seeking to appoint an Exams and Data manager . This role is integral to the everyday management of the school. The role is 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 related data.

The ideal candidate

Will have experience of working in an educational setting with high levels of attention to detail in terms of data management and analysis. A working knowledge and understanding of the examination system supported by recent experience. The candidate will have experience of people management and be confident in working with teachers, students and invigilators.

Our ideal candidate will display:

- Good understanding of school MIS systems
- Good knowledge and understanding of the school examination system
- Excellent people management skills

We are part of the Endeavour MAT family of schools, and we pride ourselves on setting consistently high expectations, securing outstanding outcomes and delivering exceptional standards of teaching and learning for all.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.



Job Description

Job Title	Exams and Data Manager
Salary	Grade 8 £29,341- £34,261 FTE
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 pupil 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:
 - o Admissions Officer and Exams Assistant.
 - o Administrative Assistant with responsibility for Data and Cover
 - o Invigilators; and
 - o 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.



Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Mathematics • Relevant Level 3 qualification or above, or equivalent work experience 	Degree level or equivalent qualification in a relevant subject
Experience	<ul style="list-style-type: none"> • Work in an administration environment • Work with confidential and/or sensitive materials • Managing a team • Managing time and workload to meet deadlines • Use of management information system (preferably SIMS) • Working with data sets • Working with awarding bodies and regulatory organisations, • Complying with statutory regulations set by external bodies 	<p>Experience of working in the education sector</p> <p>Managing the administration of examinations</p>
Knowledge/ Skills	<ul style="list-style-type: none"> • High standard of communication (verbal and written) • Effective interpersonal skills • Competent with common IT systems, e.g. Microsoft Office, MIS • Ability to analyse data, spot trends and to manipulate data to suit differing audience needs using differing software packages and/or Microsoft Excel • Time management and planning • Ability to work flexibly and quickly under pressure • Ability to work across multiple projects and deadlines • Ability to follow policies and procedures set by the trust, school and external agencies 	
Personal attributes	<ul style="list-style-type: none"> • Meticulous organisation skills • Excellent attention to detail • Flexibility over working hours • High level of confidentiality and the highest levels of integrity and honesty • Ability to work well in a team, and independently • Ability to keep calm under pressure • Personal commitment to the school's professional standards, including dress code, at all times • Commitment to the safeguarding and welfare of all students 	
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to attend training as appropriate. • Committed to continue own professional practice. 	Evidence of recent, relevant CPD

Career with Endeavour MAT - what we can offer you:

In the competitive world of educational recruitment, it is important for teaching staff and support staff alike to consider whether there is a natural fit between their personal values and those of the organisation they are anticipating joining, whatever stage of their career they join us.

A significant reward of working within one of our Trust schools is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic and our supportive culture provides what many of our existing staff describe as a 'family feel' within our MAT.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working within one of our Trust schools, some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- As a Trust with both selective and non-selective schools, staff secondment opportunities are available
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. Art classes, Book Club and Sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Thailand, Spain, Winter Sports in the USA etc.
- A policy of promoting from within (where possible).
- Access to coaching and mentoring and an assortment of intra school and Trust to Trust collaborative opportunities via our Teaching School Alliance NWKTSA

Application Process

The closing date for applications is **9am Monday 13 May 2024** with interviews expected to take place during the same week.

Please complete the application form which can be downloaded from the School's website (www.wgsq.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.

Please submit your application to:

By email: recruitment@endeavour-mat.co.uk

By post: Mrs Nishita Rana,
Wilmington Grammar School for Girls,
Parsons Lane
Wilmington
Kent
DA2 7BB

Applicants who would like to visit our school prior to application, will be warmly welcomed. Please contact Nishita Rana on 01322 226351 to arrange.

We will assess applications as they arrive and reserve the right to close the application process early.