



**North East
Learning Trust**

Data and Exams Manager
Ashington Academy
Applicant information pack

Data and Exams Manager

Required as soon as possible

Grade 7, SCP 26 - 28 (£30,451 - £32,234) actual salary £28,246 - £29,900

37 hours per week, term time plus 15 additional days
Permanent

We are seeking an experienced, high calibre Data and Exams Manager to deliver all management information, procedures and processes relating to data and examinations. The successful candidate will have a high knowledge of manipulation and electronic data handling. Skills in the use of SIMs would be advantageous.

The successful candidate will:

- Oversee, develop, and manage the school's student assessment and reporting systems.
- Oversee, develop, and manage the school's external and internal examinations systems and arrangements.
- To develop and manage data, assessment and analysis procedures to assist the school in its collection, analysis, monitoring and tracking of data and assessment.

Deadline: Noon on Wednesday 10 November

Shortlisting will take place Thursday 11 November with interviews taking place week commencing 15 November 2021.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Data and Exams Manager

Responsible to:

Assistant Headteacher

Job purpose:

To be responsible for the efficient and effective management and administration of all internal and external examinations within the school, including liaising with staff, students, invigilators and examination boards. To maintain efficient, accurate and quality standards in respect of SIMS and other data management and to provide data and administrative functions as required. To be a part of the Support Services Team.

Duties and responsibilities:

EXAMS: To be responsible for the efficient and effective management and administration of all internal and external examinations within the school, including liaising with staff, students, invigilators and examination boards.

Duties and responsibilities:

- To ensure that all internal and external exam related administration, preparation and procedures are undertaken in an accurate and timely manner
- To maintain an internal tracking system for entries, access arrangements, coursework, estimated grades, special consideration, results, cash-ins and declines, including adherence to examination board deadlines and, where necessary, signatures for audit purposes
- To liaise with staff regarding student examination entries and deadlines
- To create a detailed exam timetable for each examination season including candidate timetables, seating plans, access arrangements and invigilator timetables
- To make arrangements for the specific needs of individuals (e.g. SEN), and external entrants who are not school students, to sit examinations elsewhere
- To work with the SENDCO to ensure that all students have the correct access arrangements for examinations
- To communicate exam timetables to Leadership, staff, students and parents/carers and deal with any clashes and queries
- To be responsible for the preparation of examinations, including room set up, attendance registers, secure storage and checking of papers, providing and checking seating plans and equipment, as well as liaising with the Site Manager regarding room set up and advance notice for examination room preparations
- To be responsible for ensuring the recording and secure storage of examination papers and completed scripts until dispatched to examination boards
- To liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements and to ensure all records for examination boards and inspectors are maintained
- To organise the school's invigilators, including training, timetables and ensuring up-to-date information is provided to them
- To be responsible for downloading and collating examination results, including into SIMS, attending results days, organising the printing of results slips and coordinating the secure distribution to candidates on results day

- To arrange, check and distribute exam certificates to students
- To deal with queries about examination results (post examination services), arrange for remarks and deal with any complaints arising. To communicate all changes to the Leadership Team, Curriculum leaders, teachers, students and parents/carers
- To be responsible for recovery of monies from candidates or absentees
- To provide data and analysis where required, on examination entries, estimated grades, decisions for access arrangements and results, including where necessary, signatures for audit purposes
- To deal with cases of malpractice according to the regulations of awarding bodies
- To contribute to the planning and monitoring of the examination budget in collaboration with Leadership and Finance, raising budgetary concerns and communicating changes where necessary

DATA: To maintain efficient, accurate and quality standards in respect of SIMS and other data management and to provide data and administrative functions as required.

Duties and responsibilities:

- To be responsible for SIMS management, including all aspects of assessment manager; to include, upgrades, implementation and communication to relevant staff
- To be responsible for managing and supporting in-house data systems, including the reporting of late entries to the senior leadership team
- Processing student option choices to support the senior leadership in scheduling appropriate option blocks
- To implement changes, updates and amendments to the school timetable for staff and students
- To provide operational data analysis for curriculum leaders and Leadership as required
- To write and code assessment manager templates and context sheets as guided by the Head of School
- To manage the completing of data entry and ensure that the Head of School is informed where this is not complete
- To manage the locking/unlocking of the appropriate sections of assessment manager so that data is not overwritten
- To generate reports from SIMS for reporting to parents/carers
- To lead and manage activities linked to SIMS, particularly in the context of statutory returns, statutory reporting to parents/carers and all other aspects of school assessment
- To manage the historical storage of records in SIMS and ensure that only required information is retained
- To set up used accounts in SIMS with the required levels of access and remove these as soon as a member of staff leaves employment, or as directed by the Head of School
- To be responsible and accountable for the October, January and May school CENSUS return
- To be responsible for the management, confidentiality and data protection of student and staff data
- To maintain up to date knowledge of the requirements of the role

GENERAL: To be a part of the Support Services Team

Duties and responsibilities:

- To provide cover for front office duties as and when required
- To undertake first aid duties and manage the flow of incidents as requested

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. 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.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	Degree or equivalent experience in a relevant area of work or an equivalent professional qualification Excellent working knowledge of the core Microsoft and other applications used in school, e.g. SIMs, MS Excel, 4Matrix and MintClass Knowledge and understanding of legislative and regulatory frameworks for MAT's	Knowledge of the current developments in schools, including relevant government policy
Experience	Substantial relevant experience of managing Management Information Systems, IT, Data and Administrative software Preparation of clear and concise reports Experience of supporting teaching staff in the use of data to raise standards	Relevant experience in a school/educational setting Up to date knowledge of national examination practice and procedures
Skills & Personal qualities	Highly adept at writing, reading and analysing information for presentation and discussion Specialist skills in data management Ability to carry out analysis of examination entries and results and provide information to the relevant stakeholders Well-developed negotiation skills Ability of manage a range of conflicting priorities across different areas of work Excellent communication skills, both written and verbal Good ability to work on own initiative with minimal supervision Precision and speed required when maintaining all records Flexible	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.