

ST BEDE'S CATHOLIC SCHOOL AND BYRON SIXTH FORM

JOB DESCRIPTION

POST TITLE:	Data and Exams Manager
GRADE:	Grade 7 Point 15-22 (£23,541 - £27,041)
RESPONSIBLE TO:	Assistant Headteacher
RESPONSIBLE FOR:	Data and Exams

Overall Objectives of the Post:

To take a lead for all aspects of the school examination process. To take the lead in the use of the Management Information System (MIS) in school. This includes the implementation of new elements into the MIS. To work strategically with the Senior Leadership Team (SLT) to use school performance data to improve standards. Management of staff, where required. To comply with data protection policies. Work closely with and be supported by the trust central team.

Key Tasks of the Post:

- You will lead on the examinations process. You will:***
 - Oversee the management of the school external and internal examination process.
 - Ensure all examination entries are accurate and meet examination board requirements.
 - Manage all examination windows ensuring all staff are aware of the process and that all examinations are conducted in accordance to external guidance.
 - ensure that access arrangements are place for pupils entitled to these as part of the exams process
 - Manage the examination results including providing information for the trust, students, staff, LA, Ofsted, parents and any other stakeholders
 - Manage the appeal/resit process, liaising with SLT
 - Manage and train exam invigilators
 - Manage the input of examination results into the school data system
 - Produce seating plans and timetables for students and staff
 - Ensure the school website is kept up to date relating to examinations
 - Ensure safe and secure distribution of examination scripts and controlled assessment to relevant people
 - Manage the certification process for students and respond to student queries.
 - Ensure all exam policies are in place and up to date

2. *You will lead on the school data systems, working in partnership with the central team. You will:*

- Develop, maintain and manage school record/information systems, in collaboration with the central team where required
- Input data using MIS packages to assist with the fully integrated student database.
- System Manager - maintenance of the school MIS system, set up staff accounts, access rights, attending training courses and training staff internally.
- Be responsible for ensuring that system backups are run.
- Be responsible for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade.
- Have an awareness of external SIMs training and matching this to internal need.
- Prepare and deliver SIMs training in house to appropriate cohorts of staff.
- Ensure accuracy of data.
- Set up new systems to meet the needs of the Senior Leadership Team/central team.
- Be responsible for statutory returns - School Census, School Workforce Census and Catholic Census
- Produce a bank of reports for all to use.
- Report on all data held within SIMs.
- Report and solve SIMs software problems - liaising with IT Technicians and external providers where necessary.
- Keep accurate records of free school meals within SIMS and inform kitchen of any changes.
- Keep accurate records of LAC in SIMs.
- Liaise with all stakeholders to ensure data held is accurate and up to date.
- Co-ordinate with the Finance team and SEND Co-ordinator to ensure all SEND and ECHP information is accurate and up to date.
- Maintain accurate and up to date personal staff information in SIMs and report on this where necessary.
- Liaise with the Assistant Headteacher responsible for the timetable, Heads of Year, Heads of House and Heads of Department to create class lists for the coming academic year.
- Prepare SIMs for the coming academic year and perform student curriculum assignment in SIMs.
- Produce timetables for the next academic year, including rooming
- Set up of SIMs Assessment Manager and transferring all school data from Microsoft Excel.
- Input data accurately and efficiently using SIMs Assessment Manager.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.
- Be responsible for completion and submission of complex forms, returns etc
- Provide data to inform whole school and individual student targets.
- Produce and update student targets and assessment information.
- Produce data reports to inform parents of individual student progress.
- Produce detailed analysis of student targets and assessment information to Heads of Department and Senior Leadership Team.
- Provide recommendations on school data collection, methods of analysis and methods of collection.

- Produce and respond to complex correspondence.
- Manage complex administrative procedures.
- Undertake research and obtain information to inform decisions.
- Set up, produce and maintain the school reporting system.
- Contribute to whole school discussions about the reporting cycle and its ongoing development.
- Deliver CPD to staff where required
- Support the Central team with the implementation of any Trust-wide systems/procedures
- Attend and contribute to Trust-wide data meetings and training.
- Liaise with the Trust central team on providing feedback on Trust-wide SLA's in place
- Work effectively with all members of the Trust Central team

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EHN/FCD

Date: June 21