

Job Title:	Data & Examinations Manager
Grade:	SET Grade 8
Salary:	SCP 28 – 33
Conditions of Service:	Support Staff Contract
Responsible to:	Principal

Statement of Purpose

Under the direction of a member of the Senior Leadership Team, to organise and manage the delivery of effective data management and examinations process for the school.

Line Management

May have Line management responsibility for one member of staff.

Support for Management Information Provision

- Make relevant data/ information available to stakeholders at the appropriate time e.g. parents, students, teachers, LEA, DCSF, other external agencies.
- Produce reports in a timely manner to meet internal and externally set deadlines.
- Produce regular reports to meet statutory requirements and deadlines.
- Ensure the integrity of all data held in the school.
- Maintain accurate academic student information.
- Develop and maintain data protocols.
- Analyse the data for presentation to the Senior Leadership Team, Governors and other stakeholders as required.
- Deliver management information to support the updating of the SEF.
- Ensure student reporting and progress tracking systems are operated effectively and student reports delivered on time.
- Having regard to whole school priorities and objectives, proactively identify, propose and develop new opportunities to deliver management information (for example via the school's learning platform).

- Ensure the school complies with appropriate legislative requirements in accordance with Trust advice
- Oversee the school examinations process, ensuring that all deadlines are met, which includes liaison with the examination boards, reporting to the Senior Leadership Team where appropriate.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Notwithstanding the details contained within this job description, the post holder may be asked to complete any other duties consistent and commensurate with the role and the grade.

Person Specification – Data Manager

Level 3

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • 3- 5 years experience of data manipulation, analysis and reporting at a senior level. • 3 – 5 years experience working in a school or school related environment. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 in appropriate qualification (Data Management, Computing, school support, or equivalent qualifications or experience. • Evidence of formal ICT training and development. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. • Requires minimum supervision • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manage risks. • Demonstrates focused implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued. • Is accountable for own and team performance 	
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.