



Data and Assessment Systems Manager / Exams Officer – Job Description

Post Hours: 37 hours per week

Post Grade: 11 (SCP 34-36)

Immediately responsible to the Assistant Principal

Purpose of role:

- Provide a strategic lead on the production and analysis and data
- Create, manage and develop data systems for pupil tracking and target setting information
- Line manage the Data & Exam Assistant and invigilation team
- Give regular presentations to SLT and all staff on the significance of the data
- Responsible for the training and support of all staff on Data Systems
- Responsible for keeping all staff updated with any key developments in aspects of tracking, monitoring and assessments
- Lead in all aspects of Examination Administration including responsibility for budgets
- Create reports for key stakeholders
- Be a dedicated team player who can develop excellent relationships with learners and colleagues
- Fully support and at all times uphold the policies and positive ethos of the school and the Shaw Education Trust
- Be willing to commit to participating in staff CPD opportunities

Specific areas of responsibility:

Assessment

- Provide a strategic lead and be responsible for the management of the schools' pupil performance data (SIMS Assessment, SISRA and DataSec), produce statistics, reports and analysis.
- Create, manage and develop data systems for pupil tracking and target setting information.
- Responsible for the development, maintenance and security of accurate, robust and up to date datasets within the school.
- Regularly present to SLT and staff updated data analysis and explanations of the significance of the data.



- Produce statistics and templates for teaching staff to enable them to access and review their pupil data records.
- Produce information and analysis in support of inspection processes.
- Provide marksheets for all departments as required.
- Responsible for ensuring that the timetable is correctly linked to the exam database.
- Administer SISRA and DataSec.
- Responsible for the management of staff involved in the administration of assessment data.
- Responsible for the training and support of teaching and non teaching staff in all aspects of Assessment Manager and SISRA.
- Responsible for keeping all staff updated with any key developments in aspects of tracking, monitoring and assessments.

Exams

- Provide a strategic lead for all matters relating to public examinations.
- Responsible for the accurate input of all examination entries.
- Responsible for all correspondence with exam boards.
- Manage the Examinations and Invigilation Budgets.
- Liaise with examination boards with regard to the administration of entries, coursework requirements, conduct of examinations and examination results.
- Liaise with the SENCO with regard to special requirements for learners with SEN undertaking examinations and to ensure that exam boards are made aware of these requirements to ensure that appropriate provision is made.
- Ensure that effective communication procedures are in place with learners, parent/carers, teaching staff and the Principal and to deal with all enquiries regarding examination entries, timetables and results.
- Liaise with learners regarding the accuracy of information provided by the exam boards for exam entries, ensuring learners are aware of the exam board's requirements regarding their conduct during examinations.
- Issue learners with GCSE exam entry slips and personal timetables.
- Start and finish GCSE exams in accordance with JCQ rules and regulations.
- Responsible for organising the invigilation of exams including the recruitment, supervision, management and training of suitable invigilators and the production of invigilation timetables.
- Produce a schedule of rooms to be used for examinations and ensure that these rooms are set up appropriately in line with examination board requirements.
- Produce learner seating plans for all examinations and ensure desks are numbered.
- Ensure the correct number of external examination papers have been received and be responsible for the storage and security of the papers and completed examination work as necessary.
- Responsible for the distribution of examination papers on exam days.
- Produce guidelines on examination procedures and conduct/disseminate to staff and learners.
- Meet and liaise with examination inspectors.
- Collect completed papers and prepare for postage.
- Oversee the distribution of examination results on results day.



- Ensure accuracy of learner exam certificates when they arrive from the examination boards and ensure that they are ready for distribution.
- Keep up to date with changes in exam regulations.
- Liaise with learners and parent/carers in respect of appeals and resulting enquiries.

Other

Provide any other support as reasonably requested by the Principal in consultation with the employee.

Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

The school is committed to the ongoing professional development of all its employees.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Prepared by: Mr T. Orrell	Date: December 2017
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:



Person Specification – Dara and Assessment Systems Manager/Exam Officer

Shortlisting Criteria	Essential	Desirable
Qualifications		
5 GCSEs or equivalent (Grade C or above including English & Maths)	Y	
Relevant degree (or equivalent higher level qualification)		Y
Experience	Y	
In depth, significant and extensive experience of schools' data analysis and examinations protocol		
In depth knowledge and experience of SIMS, FFT, Analyse School Performance	Y	
Working knowledge of SISRA/DataSec packages		Y
Experience of line management of staff	Y	
Experience of training staff and delivering presentations to a range of audiences	Y	
Experience of working in a school or with young people	Y	
Skills & Knowledge		
Ability to undertake complex data analysis, apply relevant statistical techniques and present results in appropriate formats		
Excellent time management and able to plan strategically	Y	
Excellent ICT skills and ability to administer/manage large scale information systems	Y	
Excellent numeracy/literacy skills	Y	
Ability to work constructively as part of a team	Y	
Logical, methodical with a good attention to detail	Y	
Special Working Conditions		
Ability to attend occasional evening meetings	Y	
Willingness to be flexible with hours during busy examination periods	Y	



Continuing Professional development		
Willingness to participate in development and training opportunities	Y	
Safeguarding and Child Protection training or willingness to attend training	Y	
First aid qualification or willingness to attend first aid training	Y	
Committed to continuous development by keeping up to date, sharing knowledge and encouraging new ideas	Y	
Personal Qualities	Y	
Friendly yet professional and respectful approach		
Open, honest and an active listener	Y	
Committed to the needs of learners, parent/carers and other stakeholders	Y	
Adaptable to change/embraces and welcomes change	Y	
Good communication skills	Y	
Able to demonstrate the highest levels of personal and professional integrity at all times. Able to demonstrate a positive outlook, energy, enthusiasm, resourcefulness, drive, the ability to motivate others, to be flexible and to work as part of a larger team.	Y	
A desire to play a key part in the further development of Castlebrook High School to realise our ambitious and inclusive vision and to be the best school we can possibly be.	Y	
An excellent health and attendance record is essential.	Y	
Safeguarding		
Two references which confirm no issues evident in terms of child protection, discipline or capability and positive relationships with learners, staff and parent/carers	Y	
Commitment to safeguarding young people, appropriate DBS record	Y	
Suitable to work with young children	Y	
Able to form and maintain appropriate relationships and personal boundary with children and young people	Y	