

## **ROKEBY SCHOOL JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>EXAMS AND DATA MANAGER</b>
<b>MANAGED BY:</b>	<b>SCHOOL BUSINESS MANAGER</b>
<b>CONDITIONS:</b>	<b>TERM TIME ONLY PLUS TWO WEEKS IN SUMMER; GLPC SCALE PO3; POINTS 32 - 35</b>
<b>PURPOSE OF JOB:</b>	<b>To be responsible for the efficient and effective management of the internal &amp; external exams, the analysis of student data, the production of statistical returns, and the construction &amp; maintenance of the timetable.</b>

### **DUTIES AND RESPONSIBILITIES:**

1. To manage and run all stages and processes in the internal and external administration of school examinations, with little recourse to others. This includes both computerised paperwork (for example making entries, producing registers/timetables, completing on-line forms, downloading web based information) and practical matters (for example booking & setting up rooms, organising special arrangements, recruiting and training invigilators).
2. To ensure statutory procedures and recommendations relating to examinations, including special arrangements, from the DfE, Joint Council, Exam Boards and other relevant agencies are implemented and followed on a timely basis.
3. To develop, maintain, implement and adhere to an exams policy for the school.
4. To be available in mid-August for the publication of external examination results.
5. To be in charge of data analysis and produce in-depth, relevant, user-friendly reports to enable staff and governors to monitor and track students throughout the school.
6. To work closely with the Senior Leadership Team (SLT) and be innovative in creating and developing ways of using data to enhance student achievement.
7. To provide training on data interpretation and the understanding of reports produced to governors, staff, parents/carers and students.
8. To ensure the school meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding student achievement and tracking.
9. To work with the staff on all aspects of school data (academic and pastoral) to ensure that timely, accurate, meaningful and reliable data is produced, with little recourse to senior management.
10. To prepare the annual reports for Parents' Evening for all students.

11. To produce statistical returns and importing/exporting data as required for external agencies.
12. To be in charge of the school's Management Information System (currently SIMS) and all staff & student user accounts (including GMail and network access).
13. To construct, implement and maintain the school timetable, including option choices for KS4.
14. To prepare information for publications and returns for the DfE, Local Authority and other agencies and stakeholders within statutory guidelines (for example School Census returns, Workforce Census return).
15. To maintain the assessment management software packages used by the school (currently SIMS and 4 Matrix).
16. To continually improve and enhance the systems and procedures which are of relevance to this post.
17. Such other duties, within the competence of the postholder, which may be required from time to time.

#### **Additional duties**

1. To work within the framework of the school ethos, adhering to the staff Code of Conduct at all times.
2. To maintain high standards of professional behaviour and presentation.
3. To take responsibility for Health and Safety in the post holder's area of work.
4. All staff are expected to take part in necessary training and staff development.

This job description may be reviewed annually and may be subject to amendment or modification at any time after consultation in the light of changing school needs. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's responsibilities and duties.

#### **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment with Rokeby School and Newham Community Learning Trust. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

#### **Safeguarding Children**

Rokeby School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

## ROKEBY SCHOOL PERSON SPECIFICATION

**JOB TITLE: EXAMS AND DATA MANAGER**

<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>○ Essential - educated to at least 'A' Level standard or equivalent</li> <li>○ Desirable – educated to degree level</li> </ul>	Application Form
<b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>○ Knowledge of the British examination system</li> <li>○ Relevant experience, either in exam administration or in an administrative position requiring a high degree of numeracy and logistics</li> <li>○ A commitment to the protection and safeguarding of children and young people.</li> </ul>	Application Form / Interview
<b>Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>○ An ability to communicate successfully with a variety of people both verbally and in writing</li> <li>○ Ability to prioritise workloads and meet deadlines</li> <li>○ Ability to think logically, solve problems and work under pressure</li> <li>○ Ability to process, analyse and present complex data in an understandable format</li> <li>○ Ability to work with minimal supervision</li> <li>○ A high degree of computer literacy</li> <li>○ Ability to understand and use a variety of ICT programmes including SIMS and exam board programmes or a willingness to undertake training to be able to do so</li> <li>○ Ability to value and respect the views and needs of children and young people</li> </ul>	Application Form / Interview
<b>Personal Style &amp; Behaviour</b> <ul style="list-style-type: none"> <li>○ A positive approach to work including flexibility over working hours during examination periods</li> </ul>	Interview