

**ST JOSEPH'S CATHOLIC ACADEMY**

**JOB DESCRIPTION**

**POST TITLE:** Data and Exams Manager

**GRADE:** Band 6 (SCP 28)

**RESPONSIBLE TO:** Finance & Business Manager

**RESPONSIBLE FOR:**

**Overall Objectives of the Post:**

To take a strategic lead for all aspects of the school examination process. To take the strategic lead in the use of SIMS in school. This includes the implementation of new elements into SIMS. 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. SISRA

**Key Tasks of the Post:**

1. 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.
  - Manage the examination results including providing information for 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. You will:
  - Take the lead role in the development, maintenance and management of record/information systems.
  - Input of data using SIMs 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.
- Responsible for ensuring that system backups are run.
- Responsible for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade.
- Awareness of external SIMs training and matching this to internal need.
- Prepare and deliver SIMs training in house to appropriate cohorts of staff.
- Supervision of data input to ensure accuracy.
- Setting up of new systems to meet the needs of the Senior Leadership Team.
- Responsible for statutory returns - School Census, School Workforce Census and Catholic Census
- Producing a bank of reports for all to use.
- Reporting on all data held within SIMs.
- Reporting and solving 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 the Local Authority to ensure data held is accurate and up to date.
- Co-ordinate with the Finance and Business Manager 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

#### Responsible for School Data:

- Setting 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.
- Write, design and produce reports illustrating trends in school data.
- Liaise with Heads of Departments, Directors of Learning and Senior Managers in producing information to raise student achievement.
- 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 analysis of examination results.
- Working with SLT on use of SISRA to produce and analyse data

- 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

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 a 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: BTG

Date: November 2017