

St Aidan's Catholic Academy

Job Description

POST TITLE: Data and Examinations Manager

GRADE: SO2 Scale Point 18-22 £30,559 - £32654 (Pro rata £27,269-£29138)

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Data and Examinations

Objectives of the post:

The Data and Exams Manager plays a crucial role in ensuring the effective management of student data, assessments, and external examination processes. This position involves overseeing data management, producing reports for school leadership, organising exam timetables, and coordinating all aspects of the exam process. The successful candidate will support the school's strategic goals by maintaining accurate and efficient data and assessment systems.

Key Responsibilities:

Data Management and Reporting

- Maintain, develop, and manage the school's data systems.
- Collaborate with staff to ensure accurate data entry and resolve any discrepancies.
- Regularly update student performance data to inform school improvement strategies.
- Prepare data reports for senior leadership, governors, and external stakeholders, as required.
- Ensure compliance with data protection policies and maintain confidentiality when handling sensitive information.
- Oversee the production of statutory returns, such as the school census.

Exams Management

- Plan and coordinate the administration of all internal and external examinations (e.g., GCSE, A-level, mock exams).
- Prepare, communicate, and distribute exam timetables to staff, students, and parents.
- Liaise with examination boards, invigilators, and other key personnel to ensure compliance with exam regulations.
- Recruit, train, and manage a team of exam invigilators and ensure adequate exam supervision.
- Organise exam venues, ensuring that they meet the requirements of the relevant exam boards.

- Manage the distribution and collection of exam papers, ensuring their secure handling and storage.
- Coordinate the process for access arrangements and special consideration requests for students with additional needs.
- Manage the distribution and collection of exam results and certificates, ensuring their secure handling and storage.

Assessment Support

- Work closely with teaching staff to schedule and manage the timely collection of assessment data.
- Assist the senior leadership team in implementing tracking systems for student progress.
- Provide staff with training and support on the use of data and assessment systems.

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.

Additional Information:

This role requires flexibility, particularly during exam periods, when additional hours may be required. The Data and Exams Manager will play an integral part in maintaining the school's high standards and ensuring that exams and data processes run smoothly for the benefit of students and staff.