Job Description: Data and Exams Manager

Reports to:	Vice Principal
Start date:	As soon as Possible
Location:	255 Shakespeare Road, London, SE24 0QN
Salary:	Ark Support Staff Pay Scale: Grade 8 (£36,886 - £43,052)
Contract:	Full time – Permanent - All Year Round
Hours:	8:00am to 4:30pm

The Role

Take a lead role in planning, development, design, organisation, and monitoring of data and exams within the academic systems. To work alongside the leadership, teaching and support staff to develop the uses of, and implementation of data systems, providing support for the effective use of academic data in all areas.

You will be required to maintain up to date records of student and assessment details, ensuring that the information kept is both accurate and confidential. In addition to this, the successful candidate will provide comprehensive administration support across all areas of the school as required.

It is essential that the postholder is organised, excellent at multi-tasking, works flexibly and has a 'can do' attitude. The role involves liaising with internal and external stakeholders on daily basis therefore will require a high level of independence as well as excellent teamwork.

Key Responsibilities

- Take overall responsibility for the planning, administration, coordination and delivery of all internal and external examinations, including entries, access arrangements, timetabling, rooming, invigilation, examination materials, results and post-results services, ensuring compliance with awarding body regulations, JCQ requirements and Academy procedures.
- Manage the Academy's staff cover process, including managing absence line calls, and coordinating daily cover arrangements to minimise disruption to teaching and learning.
- Manage the Academy's data systems and processes, ensuring the accuracy, integrity, security and timely maintenance of student, assessment, attendance, admissions, exclusions, options, timetabling, SEND, census and other relevant data; produce and analyse reports to identify trends and provide meaningful comparisons of student, subject and cohort performance to support Academy leadership decision-making.
- Be comfortable using assorted software tools to manipulate large and complex data sets to extract relevant information, through use of relevant software such as Excel/MIS
- Provide other data and analysis, as requested by SLT, teaching staff, and support staff in a format that is easily accessible.
- Design report templates that reflect the Academy priorities to ensure that all stakeholders are communicated effectively regarding academic progress and other key information e.g. attendance.
- Support with effectively implementing new systems and programmes.
- Ensure student data is transferred accurately across systems and liaise with third parties where required.

- Ensure examinations run smoothly and in line with regulatory guidance, providing extensive support to SLT
- To support Leadership with the management of the examination results days
- Maintain accurate records adhering to GDPR guidelines and our data policy.
- Support the creation of the timetable with the Curriculum leads.
- Provide timetable models for the options process in conjunction with Curriculum leads.
- Seek to find suitable solutions to issues/problems raised by teachers, students/parents.
- Provide training and user guides to staff/students.
- Make appropriate timetabling and room arrangements, ensuring minimal impact on teaching and learning.
- Support with daily attendance monitoring, where required.
- Work collaboratively as a member of the Business Support Team.

Other

- Carry out other reasonable tasks as directed by the Principal and SLT.
- Ensure the working environment is to a professional standard e.g. clear desk policy
- Contribute towards the wider academy objectives and improvements.
- Be one of the Academy main.
- Undertake various ad hoc duties, when required, including first aid, fire marshal, exam invigilation, playground duties, first aid, cashless till operation.
- Be willing to undertake appropriate training in line with contractual duties.
- Be flexible in regard to working hours.
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings, open morning and evenings, admin evening, academy performances, competitions, summer school, results days etc.
- This job description is subject to change with the agreement of the post holder.

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

Person Specification: Data and Exams Manager

Qualification Criteria

- Right to work in UK
- Maths and English GCSE at grade C or above

Experience

- Experience of working in a school or further education setting (Desirable)
- Experience of running effective administrative, clerical, ideally within a school setting (Desirable)
- Experience in the role of a data/examinations officer
- Experience of using various software

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults

Specific skills

- Excellent numeracy skills.
- Willing and able to learn and operate new IT systems and databases.
- Understands the importance of confidentiality and discretion.
- High level of proficiency with Microsoft Office.
- Able to write clearly and concisely and to produce and maintain documents and systems.
- Able to manage several projects at once, prioritising accordingly to meet all deadlines.
- Able to build relationships with a range of stakeholders and anticipate others' needs.
- Excellent communication, writing and editing skills.
- Excellent organisation and time-management skills.

Other

- The post holder must be committed to the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.