



# Bridgewater High School

## **EXAMINATIONS AND DATA MANAGER** **JOB DESCRIPTION**

<b>Job Title</b>	<b>EXAMINATIONS &amp; DATA MANAGER</b>
<b>Grade</b>	Grade 8 SCP 23 – 32 £32,234 - £35,745 pro-rata
<b>Role Profile</b>	
<b>Location of work</b>	
<b>Directly responsible to</b>	Deputy Headteacher
<b>Hours of Duty</b>	37 hours per week, 39 weeks per year
<b>Responsible for</b>	Examination Assistant Senior Examination Invigilators Examination Invigilators
<b>Primary Post and Scope of the Job</b>	To ensure that all elements of the external and internal examination system where relevant to the school are correctly and effectively administered.
<b>Key Tasks and Responsibilities</b>	<p><b><u>Examinations:</u></b></p> <ul style="list-style-type: none"><li>• <b>Be responsible for the management of the Examinations budget including:</b><ul style="list-style-type: none"><li>○ Accurately recording all expenditure in accordance with the school's finance procedures</li><li>○ Ensuring that all examination entries are completed in a cost-effective and timely fashion thereby avoiding any financial penalties</li><li>○ Providing estimates of future spending taking into account syllabus and curriculum changes as required by the Business Manager/Finance Manager to enable accurate budgeting processes to take place.</li></ul></li><li>• <b>Manage the Examination entry process</b><ul style="list-style-type: none"><li>○ Ensure that examination entries are registered as required by the exam boards</li><li>○ Ensure that any amendments or withdrawals of entries are managed within the timeframes required by the exam boards</li><li>○ Ensure that private entries are processed within relevant timeframes ensuring that the relevant charges are made appropriately.</li><li>○ Liaise with faculty staff and Senior Leadership Team to ensure that the examination entry process runs as smoothly as possible.</li><li>○ Manage the Exams process in accordance with JCQ regulations</li></ul></li><li>• <b>Managing the administration of all internal and external examinations</b><ul style="list-style-type: none"><li>○ Overseeing coursework and practical examination administration</li><li>○ Setting up the examination timetable and invigilation schedule, including the assignment of rooms</li><li>○ Ensuring that the correct information is provided to candidates and teaching staff</li><li>○ Ensuring that all examination materials are received and stored securely</li><li>○ Ensure that all materials are prepared for each examination and venue</li><li>○ Liaise with pastoral staff and subject staff to ensure problem-free examination sessions</li><li>○ Ensure that all examination scripts are collected and posted as required by the examination boards.</li></ul></li><li>• <b>Manage the results process</b><ul style="list-style-type: none"><li>○ Be responsible for the receipt of results from the examination board and their distribution to senior staff.</li><li>○ Manage the process of distributing the results and certificates to the candidates.</li><li>○ Manage the appeals process where relevant.</li></ul></li></ul>

- **Organising Special Arrangements**
  - Work with the SENCO in setting up special access arrangements for candidates in line with examination board requirements
  - Prepare and submit claims for special consideration during each examination season.
- **Administration of the school's management information system (SIMS)**
  - Ensure that SIMS is set up correctly (via the course manager and examinations module) thus enabling the required examination entries and results processes to run smoothly
- **Management and recruitment of examination staff**
  - Recruit the required pool of examination invigilators in conjunction with the Business Manager/Finance Manager
  - Be responsible for the work of the examination team including supervising the work of the Exam Assistant and the Exam Invigilators, allocating their tasks and monitoring the quality of their work.
  - Be responsible for the performance management reviews of the Examination team (Exam Assistant and Invigilator) including identifying training and development requirements and ensuring that development needs are met.
- Be responsible for liaising with internal staff and external bodies including Heads of Faculty, Senior Leadership Team, Local Authority representatives, JCQ and the Examination Boards keeping abreast of changes to rules and regulations and processes and ensuring that the school complies with them where appropriate.
- Responsible for ensuring that the Examination team complies with all Health and Safety processes as required by the school's Health and Safety systems.

#### **Data Management**

- Create and maintain the assessment database (4Matrix) and ensure that assessment data held on pupils is accurate and complete
- Analyse the data held in (4Matrix) and Assessment Manager and manage the production of reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- Set up and manage systems for tracking the progress of pupils at each key stage
- Provide base data for external projects and providers, including, Fischer Family Trust (FFT), ALIS and CATs
- Import target setting data from FFT, ALIS etc. Disseminate reports and analyse data accordingly
- Ensure the year 7 intake's Key Stage 2 is complete and accurate and import to the system
- Establish and maintain 4Matrix datasets and user permissions for analysis on a half-termly basis.
- Working with the Deputy Headteacher to import & analyse School data, including re-viewing pupil progress, progress of specific groups and examination results · To export data for various uses to respond to staff requests such as SEN
- To produce Governor summary reports, Scorecard tracking reports
- To analyse and check data from national sources such as Table Checking Exercise
- Any other duties as requested by the Headteacher which are consonant with the general duties and responsibilities of the post and its grade.

**Date Job Description prepared/revised: September 2020**

**Prepared/revised by: Jill Stanton**



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## EXAMINATIONS & DATA MANAGER PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge, skills and abilities</b>		
Minimum educational qualifications of 2 A Levels or equivalent	X	
Knowledge of the JCQ regulations and requirements	X	
Relevant NAA qualifications		X
Knowledge of SIMS, particularly Exams Organiser & the Course Manager module	X	
Knowledge of the rules and regulations governing external examinations at KS4	X	
Computer literate including knowledge of MS office – Outlook/ Word/ Excel	X	
Communicates well with students in a sensitive manner adapting to circumstances as required	X	
Able to analyse varied information from a number of sources and resolve problems.	X	
Able to exercise training and motivational skills in relation to team members.	X	
Ability to liaise with school employees, school leadership team and external agencies.	X	
Well-organised and able to work to deadlines	X	
Able to prioritise and work on own initiative with little close supervision. Able to respond to unanticipated problems and situations without direct reference to a manager.	X	
Able to handle considerable levels of interruptions, conflicting demands and changing priorities.	X	
Good administrative skills and excellent attention to detail.	X	
<b>Experience</b>		
Experience of administering the modern examination system	X	
Experience of managing a significant budget	X	
Experience of setting up and operating the SIMS system	X	
Experience of managing a team of people	X	
Experience of liaising with external agencies		X
Experience of understanding and analysing School Data	X	
Experience of producing reports based on school data	X	
<b>This post is subject to an Enhanced DBS check</b>		