Data & Examinations Manager - Job Description

Grade   Scale SO2
Hours   35 hours per week, ALL YEAR ROUND
Salary   £32,988-£34,809
Start   ASAP / September 2023
Contract   Temporary

Purpose of the role

To manage all administration in connection with the exam procedures (internal and external)
To process internal and external school data to facilitate detailed analysis.
To administer student data within school systems.
In view of the nature of the post and the environment in which the post holder works, the maintenance of confidentiality in all aspects of the job is essential.

Main duties and responsibilities

Before examinations

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status

- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)

- Effectively manage arrangements for the secure receipt, distribution, storage and dispatch of examination scripts

During examinations

Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Data / Other

- Managing the Year 11 PPE examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents, preparing examinations rooms and managing a team of invigilators as per the school's requirements
- Supporting the administration of CAT4 Tests using Test Wise (GL Assessment) for new Year 7s and in year admissions
- Keep SIMs course manager up to date to ensure correct staff access to marksheets.
- Keep SIMs exams organiser up to date to ensure correct student/candidate, external examination and access arrangements information is correct and sent to the exam boards via secure file transfer.

- Prepare SIMs and SIMs exams organiser in preparation for results day, liaising with IT and Greenwich to ensure the summer release is applied and QN and discount codes are accurately cloned and updated.
- Recruit, train, update and manage a team of invigilators for external examinations and Year 11 PPEs.
- Arrange and manage the invigilation timetable for external examinations and Year 11 PPEs.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Attend local exams officer network forums and Exams Office training and conferences as required
- Be aware of external examination changes each academic year in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration
- Keep the exams section of the school website up to date with JCQ, Ofqual and exam board guidance, external and internal timetables, results day information, contact details and candidate instructions
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
- Liaise with Royal Borough Greenwich and the Education Commission for reporting purposes
- Be the appointed person responsible for all data on school's MIS
- Organise the collection of internal assessment data through the creation of SIMS mark sheets/grade sets/aspects/results sets using 4Matrix
- Undertake quality assurance methods to ensure the integrity of the data at all times
- Maximise the use of SIMS Assessment Manager
- Generate and produce progress reports issued in accordance with the assessment calendar for all students
- Generate relevant analysis to support the Leadership team in tracking student progress.
- Monitor return deadlines for data returns (Local Authority and DFE)
- Maintaining pupil premium updates throughout the year
- Prepare for the Leadership Team, Curriculum Leaders and other stakeholders the performance of different groups of students through internal and external assessment.
- Provision of data analysis, to analyse overall school data and performance
- Be accountable for completing the termly school Census returns, supporting with School Work Force Census
- Manage the pupil admissions entry on SIMS, new admissions in September and throughout the year. Update existing student information when required.
- Maintain DFE sign in users/modules. Data checking exercise, checking DFE data for schools
- Support senior leaders in creating pupil and staff timetables
- Access, download, amend (where appropriate) and report on DfE platforms such as Analyse School Performance (ASP), School Inspection Data Summary Report (IDSR), Get Information about Pupils (GIAP) (KS2 and PP data), Primary Assessment Gateway (PAG) (KS2 data), School and College Table Checking Exercises and the Learning Records Service (LRS). Keep the Headteacher and SLT informed of any upcoming deadlines and evidence to be uploaded.
- Distribute student reports to parents using EduLink (or other parent communication system)
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required

Data & Examinations Manager - Person Specification

Attributes	Essential	Desirable
Education and Qualifications	• Sound educational background including GCSE Maths and English (A*-C)	
Knowledge and experience	• Work in an administration environment • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook	• Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in the Education • Managing and administration of examinations •
Skills	• Knowledge of relevant SIMS modules • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to evaluate processes and identify improvements • Ability to demonstrate engaging oral and written communication	• Working knowledge of school administration procedures • Exams experience • Advanced in the use of Microsoft Excel

| Other Qualities | • Ability to make effective decisions
• Ability to work accurately and methodically
• Excellent time management
• Ability to remain calm under pressure
• Flexible
• Good team player
• Willingness to undertake further training
• Commitment to safeguarding and promoting the welfare of children
• Uphold the schools policies and Catholic ethos | |