

POST TITLE: Exams & Data Manager

LOCATION/BASED: Callerton Academy

GRADE: N7

RESPONSIBLE TO: Principal

CORE PURPOSE: To manage all data in a way that supports the tracking of pupils progress. To provide comprehensive support to the school in relation to the management of internal and external examinations.

MAIN DUTIES & KEY RESPONSIBILITIES

Data

1. To provide full administrative support for, and contribute to policy development on, the management of data to the Headteacher, Senior Leadership Team, and Heads of Department.
2. Produce assessment analysis as required by the Senior Leadership Team.
3. Contribute to the maintenance and development of the school's data management system, electronic or otherwise.
4. Ensure the collection and input of pupil data at appropriate times and to ensure the data sets are comprehensive and complete.
5. Provide data for a range of reporting purposes which may be paper or electronic.
6. Liaise with the LA on all matters regarding performance data.
7. Produce value added data across the key stages.
8. Co-ordinate the in-house termly student reports.
9. To be responsible for all aspects of SIMS.
10. To collate pupil reports as required.

Exams

11. Manage the examinations process to ensure that all policies and procedures are followed within the school.
12. To contribute to the development of policies associated with the examinations process.
13. Manage the exam invigilators during the examination periods.

Version: [1.0]

Created: 16.05.25

Last updated: May 2025

14. Manage the KS3 exams provision within the school in accordance with the school procedures.
15. Ensure professional communication with Examination Boards regarding entry procedures via electronic communication.
16. Assist staff with exam queries and specifications.
17. Manage the examination results information and data for publication and analysis.
18. Deliver the examination results service to students in August and throughout the year as required.
19. Give advice to staff/students regarding re-sits.
20. Assist with timetabling amendments as required.
21. To assist with preparation of the examinations timetable throughout the year as necessary.
22. Liaise with the SENCO regarding consideration for pupils with special educational needs.
23. To be responsible for the accurate completion and timely return of statistical data as required eg DfES, OFSTED, LA.
24. Manage examination entries and liaise with Examination Boards.
25. Ensure compliance with JCQ regulations for all external examinations.
26. To monitor the examinations budget.
27. To liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.
28. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.

6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Exams & Data Manager

| SKILLS, KNOWLEDGE AND APTITUDES | ESSENTIAL | DESIRABLE |
|---|------------------|------------------|
| Familiar with admin and financial procedures. | ✓ | |
| Able to analyse and interpret numerical data. | ✓ | |
| Communicate clearly orally and in writing. | ✓ | |
| Ability to use Microsoft Office: Excel, word and databases. | ✓ | |
| Familiarisation of Exams procedures. | ✓ | |
| Write clear, concise reports. | | ✓ |
| Knowledge of systems such as: SIMS, SISRA, FFT, Census | | ✓ |
| QUALIFICATIONS AND TRAINING | ESSENTIAL | DESIRABLE |
| Passes in English and Maths. | ✓ | |
| NVQ Level 3 or equivalent. | ✓ | |
| Use of computerised systems. | ✓ | |
| EXPERIENCE | ESSENTIAL | DESIRABLE |
| Development and maintenance of admin procedures. | ✓ | |
| Experience of dealing with Senior Personnel face to face and over the telephone. | ✓ | |
| Experience of an educational background either within exams and/or data teams. | | ✓ |
| Experience of working in a profession with strict guidelines and regulations. | | ✓ |
| PERSONAL QUALITIES | ESSENTIAL | DESIRABLE |
| Reliable and self-reliant. | ✓ | |
| Deal confidently with a wide range of contacts. | ✓ | |
| Handles problems coolly and positively. | ✓ | |
| Able to manage heavy a varied workload. | ✓ | |
| Able to work in a pressured, time sensitive environment, such as summer exam season. | ✓ | |
| Able to work accurately, following strict rules and regulations set by exam boards and the JCQ. | ✓ | |
| Flexible attitude towards work. | ✓ | |
| A commitment to child protection and safeguarding. | ✓ | |
| Ability to work on own initiative. | | ✓ |
| Pro-active and creative approach to problem solving. | | ✓ |
| SPECIAL REQUIREMENTS | ESSENTIAL | DESIRABLE |
| To be available for examination results days in August and data analysis following them. | ✓ | |
| Fulfil training and on call day requirements. | ✓ | |
| Able to work within physical demands of the post. | ✓ | |
| Ability to manage a small invigilating team. | ✓ | |

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| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role. | ✓ | |
| Willingness to undertake further training (if necessary) | ✓ | |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check. | ✓ | |
| Medical clearance. | ✓ | |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ | |
| Evidence of qualification certificates. | ✓ | |
| Evidence of Right to work in the UK. | ✓ | |

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.